



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

97/26

Date: 6th May 2026
Time: 6:00pm
Location: Town Hall, Market Place South, Ripon, HG4 1DD

Present:

Cllr B Brodigan (Outgoing Mayor)	Cllr P McHardy
Cllr A Williams (Incoming Mayor)	Cllr P Horton
Cllr J Martin-Long	Cllr G Camplejohn
Cllr T Duncan	Cllr S Hawke
Cllr S Flatley	Cllr J Crozier
Cllr S Hunt	

In Attendance:

Chief Officer	Invited Guests
Deputy Chief Officer	Press Representative
Administrators	Photographer

**Prior to the commencement of the formal meeting prayers will be said
by the Mayor's Chaplain**

	<p>Housekeeping note:</p> <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
77/26	<p>To receive apologies for absence. To approve reasons for absence. RESOLVED</p>
78/26	<p>The Council to elect The Right Worshipful The Mayor of Ripon.</p> <ul style="list-style-type: none"> Cllr Williams was voted in as the new Mayor for 2026/27 <p>RESOLVED</p>
79/26	<p>The Proposer and Seconder to make the Customary Search for the Mayor Elect, who is then conducted to the Council Chamber.</p>
80/26	<p>The Mayor to make the Declaration of Acceptance of Office as required by Local Elections (Declaration of Acceptance of Office) Order 2012 (SI 2012</p>



	<p>No 1465), take the Oath of Allegiance; take the Ancient Oath of the Mayor of Ripon; signing accordingly in each case and then to sign the Ancient Roll.</p> <ul style="list-style-type: none"> • <i>Cllr Williams undertook the duties outlined above and the signing of the declarations took place.</i>
81/26	<p>The Right Worshipful The Mayor to take the Chair.</p> <ul style="list-style-type: none"> • <i>Cllr Williams assumed the position of chairman of the meeting.</i>
82/26	<p>The Right Worshipful The Mayor to return thanks for their election.</p> <ul style="list-style-type: none"> • <i>Cllr Williams gave a speech thanking members for his election as Mayor and outlining aspirations for the coming year.</i>
83/26	<p>The Council to elect the Deputy Mayor.</p> <ul style="list-style-type: none"> • <i>Cllr Horton was elected as Deputy Mayor.</i> <p>RESOLVED</p>
84/26	<p>The Deputy Mayor to Make the Declaration of Acceptance of Office.</p> <ul style="list-style-type: none"> • <i>Cllr Horton undertook the duties outlined above and the signing of the declarations took place.</i>
85/26	<p>To propose a vote of thanks to the Retiring Mayor Cllr Brodigan and Former Mayor Cllr Crozier</p> <ul style="list-style-type: none"> • <i>Cllr Williams thanked both outgoing Mayors for their service.</i>
86/26	<p>The Mayor to give the following badges:</p> <ul style="list-style-type: none"> • Past Mayor Badge to Cllr Barabara Brodigan • Consort Badge to Mr R Brodigan • Past Mayor Badge to Cllr Jackie Crozier • Past Mayoress Badge to Linda Hawke • Note that a Past Mayoress Badge be presented to Lorna Fassnidge who cannot be here tonight due to work commitments. • <i>Cllr Williams gave badges for service and thanked those involved, a gift of flowers was also presented to Cllrs Brodigan, Crozier and Mrs Hawke.</i>
87/26	<p>The Mayor to notify the Appointment of their Chaplain.</p> <ul style="list-style-type: none"> • <i>Dean John Dobson was appointed as the Mayors Chaplain.</i>
88/26	<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> <ul style="list-style-type: none"> • <i>None Received</i>



<p>89/26</p>	<p>To note the dates of future Meetings of Full Council up to the date of the next Annual Meeting of the Council as per resolution 08/26.</p> <p>1st June, 29th June, 13th July, 7th September, 5th October, 9th November, 7th December, 18th January, 8th February, 8th March, 12th April.</p>
<p>90/26</p>	<p>To appoint Committees of the Council, nominate members to those committees and delegate powers and duties to such committees for the ensuing year in accordance with the Terms of Reference as agreed by Council.</p> <ol style="list-style-type: none"> i. Hugh Ripley Hall Committee (Cllrs Brodigan, Duncan, Flatley, Hawke, Horton and Williams) ii. Events Committee (Cllrs Williams, Hunt, Duncan, Hardisty, Crozier and Flatley) iii. Alderman TF Spence Committee (Cllrs Duncan, Flatley, Hardisty, McHardy and Martin-Long) iv. HR Committee (Cllrs Crozier, Duncan, Hardisty, Hawke, Hunt and Williams) <ul style="list-style-type: none"> • <i>It was proposed that all Committee members remained the same other than the Events Committee where Cllr Horton is to be replaced by Cllr Crozier.</i> <p>RESOLVED</p>
<p>91/26</p>	<p>To consider and approve the Minutes of the Meeting held: 13th April 2026 as a true and accurate record of proceedings held.</p> <ul style="list-style-type: none"> • <i>The Chief Officer noted the amendment to the minutes that the past Mayor badges had been found (item 55/26).</i> <p>RESOLVED</p>
<p>92/26</p>	<p>YLCA To consider and approve the subscription to YLCA for 2026/27</p> <p>RESOLVED</p>
<p>93/26</p>	<p>To propose that delegated authority is given to the Chief Officer to accept the best value quote for a Fire Risk Assessment for Hugh Ripley Hall.</p> <p>RESOLVED</p>

Member Briefing: Creation of a Civic Renewal Charity

Purpose: To seek approval in principle to explore the creation of a charity to support fundraising, future charitable activity and civic renewal linked to the Town Hall and other civic buildings.

1. Background

Ripon City Council is progressing the proposed transfer of Ripon Town Hall from North Yorkshire Council. This is a major opportunity to protect an important civic building, bring more of it back into active public use, and support wider civic renewal in the city centre.

However, the Town Hall is unlikely to be the only civic building requiring future capital investment. Other important civic and community assets, such as **Hugh Ripley Hall** and **the Wakeman's House**, may also require fundraising support for repair, improvement, accessibility, conservation or public-use works.

There is therefore a strong case for creating a dedicated charitable vehicle with a wider civic purpose, rather than one limited only to the Town Hall.

2. Why create a charity?

A charity could help the Council and the city to:

- access grant funding that may not be available directly to a parish/town council;
- receive donations, legacies and sponsorship;
- hold funds clearly for civic renewal purposes;
- demonstrate transparency and public benefit;
- build confidence with funders, residents and partners;
- support a long-term pipeline of projects across Ripon's civic estate.

The charity could also have a future operational role, where appropriate. For example, once any capital project at the Town Hall is complete, it could potentially operate or support a **museum, heritage, cultural or other charitable activity within the building**, provided this is consistent with its charitable objects and agreed governance arrangements.

The charity would not replace the Council's role or ownership responsibilities. It would act as a supporting fundraising, partnership and potentially operational vehicle.

3. Proposed scope

The charity could support the preservation, improvement and public use of Ripon's civic buildings and institutions, including but not limited to:

- **Ripon Town Hall**
- **Hugh Ripley Hall**
- **the Wakeman's House**
- other civic heritage, community or public buildings where there is a clear public benefit;
- future museum, heritage, cultural or charitable activity connected to those buildings.

A possible working name could be:

Ripon Civic Renewal Trust

This would be subject to availability, legal advice and Charity Commission requirements.

4. Recommended approach

The most suitable structure is likely to be a **Charitable Incorporated Organisation**, known as a CIO. This is a registered charity with its own legal identity, allowing it to hold funds, enter agreements and manage charitable activity separately from the Council.

A **Foundation CIO** may be the simplest starting point, with a small trustee board, which may or may not have sole council trusteeship.

The charity should have a clear relationship with the Council, but should not simply operate as an arm of the Council. Proper safeguards would be needed around trustee independence, conflicts of interest, decision-making and use of funds.

5. VAT and capital works

Note: at this stage, it is recommended that **Ripon City Council remains the contract holder for any major capital works**, rather than the charity.

This is because local authorities have specific VAT recovery arrangements under Section 33 of the VAT Act 1994, allowing recovery of VAT incurred on purchases linked to non-business activity, subject to the relevant rules. HMRC guidance confirms that

Section 33 bodies can recover VAT on purchases made as part of non-business activities.

By contrast, charities do not have a general VAT recovery right in the same way. Their VAT position can be more restricted and depends heavily on the nature of the activity, whether supplies are taxable or exempt, and whether any specific relief applies.

For a major Town Hall capital project, the VAT exposure could be substantial. If the charity became the contract holder and could not recover VAT, the unrecoverable VAT liability could potentially be very significant, possibly in the region of £1 million, depending on the final project cost and VAT treatment.

The charity should therefore be seen primarily as a fundraising, partnership and future operational vehicle, not necessarily the body that directly commissions major capital works. Specialist VAT advice should be obtained before any final delivery structure is agreed.

6. Risks

The main risks are manageable but should be recognised:

- governance must be kept separate from the Council's ordinary decision-making;
- conflicts of interest must be declared and managed;
- the charity will require administration, accounts and annual reporting;
- funders may expect clear independence and public benefit;
- the charity's purpose must be broad enough to support multiple civic projects, but not so broad that it loses focus;
- VAT and contract-holder arrangements must be carefully managed before any capital works are commissioned.

7. Recommendation

Council is asked to:

1. **Approve in principle** the creation of a charitable vehicle to support fundraising, conservation, improvement and public use of Ripon's civic buildings and institutions.
2. **Agree that the working name** should be **Ripon Civic Renewal Trust**, subject to further checks.

3. **Agree that the charity's proposed scope** should include Ripon Town Hall, Hugh Ripley Hall, the Wakeman's House and other civic heritage or community assets where there is clear public benefit.
4. **Note that the charity could, in future, operate or support museum, heritage, cultural or charitable activity at the Town Hall**, subject to its charitable objects and appropriate agreements with the Council.
5. **Authorise officers** to explore the creation of a Charitable Incorporated Organisation, most likely using the Foundation CIO model.
6. **Note that Ripon City Council should remain the likely contract holder for major capital works**, subject to specialist VAT advice, to avoid creating a potentially significant unrecoverable VAT liability.

Member Briefing: Ripon Town Hall Engagement Programme Summer 2026

Purpose

To seek member support for a short programme of public engagement events at Ripon Town Hall in July, August and September 2026, culminating in participation in Heritage Open Days.

The proposed events would open the Town Hall to residents, gather views on its future use, and demonstrate that Ripon City Council is approaching the project in an open, transparent and funder-ready way.

Why this matters

Early public engagement is strongly positive from a funding perspective. Funders will want to see that future plans for the Town Hall are not being developed behind closed doors, but are shaped by community need, local support and a clear understanding of what residents value.

Running these events would help the Council:

- show openness and transparency at an early stage;
- build public trust around the future of the building;
- gather evidence for future funding bids;
- create useful photographs, attendance data and feedback;
- start a Town Hall mailing list for future engagement;
- give the feasibility study team, once appointed, direct access to public views;
- create positive PR around the Council's stewardship of the building.

This would be a practical way to show that the Council is listening before any final scheme is developed.

Heritage Open Days 2026 runs from 11–20 September 2026 and is promoted as England's largest festival of history and culture, with free events opening up places, stories and local heritage across the country.

Proposed approach

It is proposed that the Council runs three linked engagement events:

1. **July engagement day** - a first open conversation with residents.
2. **August engagement day** - a follow-up session to test emerging themes.

3. **September Heritage Open Days event** - a larger public heritage event with wider promotional reach.

The July and August events would be Ripon City Council's own PR wins. They would allow the Council to make a clear local statement about the Town Hall project, invite residents into the building, and show that the process is open from the outset.

The September event would then benefit from the likely attendance boost and national profile of Heritage Open Days.

Standard engagement offer at each event

Each of the three events -July, August and September- would include the same core engagement offer:

- voting-token engagement;
- post-it note boards;
- feedback forms;
- teas and coffees for visitors;
- mailing list sign-up;
- informal conversations with councillors and officers;
- guided tours, subject to safe access and staffing.

This consistency would help the Council gather comparable feedback across the programme. It would also make each event feel welcoming, accessible and purposeful, rather than simply being an open building.

July Engagement Day

The July event would introduce the public engagement process.

It would invite residents to see selected areas of the building, understand the early opportunities and challenges, and share their first thoughts on future use.

The event would include the standard engagement offer of voting-token engagement, post-it note boards, feedback forms, teas and coffees, mailing list sign-up, informal conversations and guided tours.

The tone should be open and exploratory. The Council would not be presenting a fixed scheme, but asking residents what they value and what they want the building to offer in future.

This event would also be a useful early PR moment for Ripon City Council, showing that the Council is being proactive, open and ambitious about the Town Hall's future.

August Engagement Day

The August event would build on the July session.

It would again include the standard engagement offer of voting-token engagement, post-it note boards, feedback forms, teas and coffees, mailing list sign-up, informal conversations and guided tours.

It could also include updated boards showing “what we heard in July”, alongside more focused questions about future uses, access, community benefit, heritage, income generation and practical priorities.

This second event would help show that the Council is not treating engagement as a one-off exercise. It would demonstrate that residents’ comments are being reviewed and used to shape the next stage of thinking.

If the feasibility study team has been procured by this point, they should be invited to attend. This would allow them to hear public views directly and understand the civic and emotional importance of the building.

September Heritage Open Days Event

The September event would form part of Heritage Open Days and would be the most public-facing event in the programme.

It would again include the standard engagement offer of voting-token engagement, post-it note boards, feedback forms, teas and coffees, mailing list sign-up, informal conversations and guided tours.

In addition, the September event could include:

- Geoffrey available throughout the day, or for defined periods, to show visitors the Mayor’s Parlour and civic collection;
- councillors and/or officers present in the Council Chamber to discuss the history and civic role of the building;
- a scheduled half-hour Hornblower talk;
- a scheduled Mayor’s talk on the future of Ripon Town Hall;
- an invitation to Ripon and District Amateur Radio Society, or the relevant radio club occupying/using space in the building, to open their space or provide a small display if appropriate;
- wider promotion through Heritage Open Days.

If the feasibility study team has not been appointed in time for the July or August sessions, they should certainly be invited to attend the September event.

Guided tours

Guided tours should be a core part of all three events, subject to health and safety.

They could be councillor-led, officer-led, or delivered jointly. The tours would help residents understand the Town Hall as both a civic building and a heritage asset needing care and investment.

Where safe and appropriate, tours could include:

- the Council Chamber;
- the Mayor's Parlour;
- public rooms and civic spaces;
- architectural features;
- areas not normally open to the public;
- areas showing condition issues that need to be addressed.

Tours should be positive but honest. They should celebrate the building while helping residents understand why investment is needed.

Radio club involvement

The Council could also invite the radio club to take part, subject to their availability and agreement.

This could involve opening their space to visitors, providing a small display, or explaining their activity and connection to the Town Hall. This would add another layer of interest to the open day, showing that the building is not only historically important but already supports civic, community and specialist activity.

This should be treated as an optional enhancement rather than a core requirement, so the event is not dependent on their participation.

Feasibility study team

Subject to procurement timescales, the Council's appointed feasibility study team should be invited to attend one or more of the engagement events.

If appointed in time, their attendance in July or August would allow them to hear residents' views at an early stage. In any event, the team should be invited to attend the September Heritage Open Days event, where the higher level of public attendance should provide useful insight into community interest, priorities and expectations.

Their involvement would be valuable because it would allow the professional team to:

- understand public priorities first-hand;

- see how residents respond to the building;
- hear concerns, ideas and aspirations directly;
- better understand the civic and emotional importance of the Town Hall;
- use the engagement evidence to inform their feasibility work.

This would help ensure the feasibility study is not purely technical, but grounded in local feeling, public need and the Council's wider civic renewal ambitions.

Suggested September programme

10.00am – Doors open

Display boards, voting station, post-it boards, feedback forms, teas and coffees, and mailing list sign-up available throughout.

10.00am–4.00pm – Mayor's Parlour and civic collection

Geoffrey available to show visitors the Mayor's Parlour and interpret items from the civic collection.

10.00am–4.00pm – Council Chamber interpretation

Councillors and/or officers available in the Chamber to talk informally with visitors about the Town Hall's history, civic role and future.

10.00am–4.00pm – Radio club display / open room

Subject to agreement, the radio club could open their space or provide a small display.

10.30am, 1.30pm and 3.00pm – Guided tours

Councillor-led or officer-led tours of selected areas, including spaces not normally open to the public where safe.

11.30am–12.00pm – The Ripon Hornblower: special talk

A scheduled half-hour session on the history and significance of the Ripon Hornblower.

12.15pm – The future of Ripon Town Hall

A scheduled talk by the Mayor or nominated representative on the Council's ambitions for the building.

3.30pm – Final call for engagement

Visitors encouraged to vote on preferred future uses, leave comments, complete feedback forms and sign up for updates.

Evidence gathered

The programme would provide useful evidence for future reports, feasibility work and funding bids.

This could include:

- attendance numbers;
- guided tour numbers;
- numbers attending talks;
- voting-token results;
- written comments;
- feedback forms;
- mailing list sign-ups;
- photographs of community engagement;
- press and social media reach;
- a short summary report.

Mailing list and GDPR

The engagement programme should be used to start a dedicated Town Hall mailing list for residents, community groups and interested partners who want to receive updates about the project.

This should be managed through a GDPR-compliant mailing list provider, rather than by holding informal email lists in spreadsheets. This would allow the Council to manage sign-ups, consent, unsubscribe options and future project updates more professionally.

Mailchimp is one possible option. Its current Free Marketing plan includes up to **250 contacts** and **500 email sends per month**, which should be sufficient for an initial mailing list of under 200 people.

For the purposes of this briefing, an indicative allowance of **£0–£20 per month** should be assumed, depending on the provider and whether the Council remains within a free plan or later chooses a paid tier.

Indicative costs

The programme is intended to be modest, but it should still look professional enough to support future funding bids and public engagement.

Several items would be reusable across all three events and for later consultation activity.

Item	Basis	Estimated Cost
Six A0 foam / Foamex interpretation boards	Reusable across July, August and September	£220–£400
Outdoor advance publicity sign	To advertise the programme / Heritage Open Days event	£40–£100
Voting station / token counter	Reusable for this and future engagement	£80–£150
Voting tokens, Post-its, pens, labels and feedback sheets	Consumable engagement materials	£60–£100
Teas and coffees for visitors	Across the three events	£150–£300
GDPR-compliant mailing list provider	Under 200 contacts; likely free initially, with allowance if paid tier needed	£0–£20 per month
Geoffrey — Mayor’s Parlour / civic collection interpretation	September event; 6 hours at National Living Wage	£76.26
Employer on-costs / contingency for Geoffrey	Allowance	£20–£30
Hornblower talk	Fixed half-hour September session	£75–£150
Photography	In-house if possible	£0
Event promotion	RCC website, social media, press and Heritage Open Days listing	£0
Contingency	Additional materials, refreshments or printing	£100–£150

Estimated event total: approximately £820–£1,380, plus any mailing list subscription if a paid plan is required.

Several costs would support more than one event. The display boards, voting station and engagement materials could also be reused for later Town Hall consultation, funding engagement, public meetings and exhibitions.

Risks and mitigation

Public expectations may rise quickly.

This can be managed by being clear that the Council is at an early stage and that public feedback will help shape future plans.

Visitors may focus on poor condition.

This should be handled honestly. The condition of the building is part of the reason why the project is needed.

Tours may create health and safety concerns.

A safe route should be agreed in advance, with unsafe areas excluded and numbers limited where needed.

Engagement may be seen as tokenistic.

The August event should report back on July feedback, and a short summary should be prepared after the programme.

Mailing list consent may be mishandled.

Using a GDPR-compliant provider with clear opt-in wording and unsubscribe functionality should reduce this risk.

Recommendations

Members are asked to:

1. **Approve in principle** a three-stage Town Hall engagement programme in July, August and September 2026.
2. **Agree that the September event is registered as part of Heritage Open Days**, giving the Council the benefit of the national programme's profile and likely attendance boost.
3. **Support the inclusion of additional September heritage elements**, including Geoffrey interpreting the Mayor's Parlour and civic collection, a half-hour Hornblower talk, a Mayor's talk on the future of the Town Hall, and possible radio club involvement.
4. **Agree that the appointed feasibility study team should be invited to attend** one or more of the engagement events, subject to procurement timescales.
5. **Authorise the Chief Officer, within delegated financial powers, to procure a GDPR-compliant mailing list provider**, such as Mailchimp or equivalent, to manage Town Hall project updates and public sign-ups.
6. **Note the indicative budget** of approximately **£820–£1,380**, plus any mailing list subscription if a paid plan is required.

Annual Internal Audit Report 2025/26

RIPON CITY COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.riponcity.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1: Guidance Notes).		✓	
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

30/01/2026

14/05/2026

DEPARTMENT

A Beams, Mulberry LAS Ltd

INTERNAL AUDITOR

Signature of person who carried out the internal audit

A Beams SIGNED

Date

14/05/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

RIPON CITY COUNCIL - NY0467

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

01/06/2026 ✓

and recorded as minute reference:

M100/26 REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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AGAR 25-26

Section 1 (page 4) Question 10 (NO response).

The IT Policy and Website accessibility statement have not been published on our website.
Both are complete and adopted by Full Council (Minute ref 101/26.3 & 4) and will be published

Section 2 – Accounting Statements 2025/26 for

RIPON CITY COUNCIL - NY0467

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	861,186	953,231	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	457,800	483,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	74,876	66,189	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	170,124	176,649	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	270,507	261,272	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	953,231	1,064,699	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,032,200	1,075,309	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	93,118	92,856	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

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

as recorded in minute reference:

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

Ripon City Council
Annual Return

Accounts for Year from 01/04/2025 to 31/03/2026

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

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

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	861,186	953,231
2	Annual precept	457,800	483,200
3	Total other receipts	74,876	66,189
4	Staff Costs	170,124	176,649
5	Loan interest/capital repayments	0	0
6	Total other payments	270,507	261,272
7	Balances carried forward	953,231	1,064,699
8	Total Cash and Short Term Investments	1,032,200	1,075,309
9	Total Fixed Assets and Long Term Investments	93,118	92,856
10	Total Borrowings	0	0

Ripon City Council
Income & Expenditure Account
01/04/2025 to 31/03/2026

(Last) Year Ended 31 Mar 2025		(Current) Year Ended 31 Mar 2026
	Income	
28,536.76	Hugh Ripley Hall	28,747.89
5,000.00	Events	55.00
499,139.19	Income	520,585.81
£532,675.95		£549,388.70
	Expense	
50,244.40	Administration	48,815.55
623.50	Market Place	70.00
20,549.37	Alderman T F Spence Grant Exper	28,964.97
30,073.80	Hugh Ripley Hall	13,957.75
315.70	Marketing and Promotions	
63,040.64	Events	62,994.76
29,386.42	Grants	38,261.42
120.00	Cabmans Shelter	2,435.43
18,346.90	Civic	13,196.85
18,285.83	Premises	2,685.12
170,124.17	Personnel	178,121.12
39,520.00	Christmas Lights	43,670.00
	Strategic Investment	4,748.13
£440,630.73		£437,921.10
458,559.29	General Fund	
532,675.95	Balance at 01 Apr 2025	273,231.38
991,235.24	ADD Total Income	549,388.70
440,630.73		822,620.08
550,604.51	DEDUCT Total Expenditure	437,921.10
277,373.13		384,698.98
£273,231.38	DEDUCT Reserves Balance	136,000.00
	Balance at 31 Mar 2026	£248,698.98

Reserves:

Capital Reserve Balance £105000.00

Earmarked Reserve Balance £711000.00

Ripon City Council
BALANCE SHEET
31/03/2026

<i>(Last) Year Ended</i>		<i>(Current) Year Ended</i>
<i>31 Mar 2025</i>		<i>31 Mar 2026</i>
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	2,381.85
	Temporary lendings (investments)	
2,779.09	VAT	12,619.07
	BANK BALANCES	
55,580.58	Unity Trust Bank	39,705.82
9,497.35	HSBC	11,519.22
104,593.55	Nationwide	106,311.03
680,000.00	12-Month Fixed Term Deposit A	680,000.00
182,528.98	Unity Trust Bank Instant Access	237,772.84
0.00	Commercial Multipay Card	0.00
0.00	Petty Cash	0.00
1,032,200.46	TOTAL BANKS	1,075,308.91
1,034,979.55	TOTAL ASSETS	1,090,309.83
	CURRENT LIABILITIES	
6,328.17	Creditors	7,760.85
0.00	Receipts in Advance	0.00
75,420.00	Accruals	17,850.00
0.00	VAT	0.00
81,748.17	TOTAL LIABILITIES	25,610.85
<u>953,231.38</u>	NET ASSETS	<u>1,064,698.98</u>
	Represented by:	
273,231.38	General fund Balance	248,698.98
	Reserves:	
	Capital Reserves	
55,000.00	EMR Capital Reserve	55,000.00
25,000.00	EMR Cabmen's Shelter Repair	25,000.00
25,000.00	EMR Legal Fees	25,000.00
105,000.00		105,000.00
	Earmarked Reserves	
50,000.00	EMR Royal Reserve	50,000.00
10,000.00	EMR Civic Expenses	10,000.00
10,000.00	EMR Uniforms	10,000.00
5,000.00	EMR Premises/Rent	5,000.00
95,000.00	EMR Hugh Ripley Hall	95,000.00
25,000.00	EMR Events	25,000.00
150,000.00	EMR Strategic Investment Func	150,000.00
100,000.00	EMR Alderman T F Spence Caf	100,000.00
50,000.00	EMR Furniture/Premises Renev	50,000.00
8,000.00	EMR Partnership Funding	8,000.00
72,000.00	EMR Ripon City Bus Service	108,000.00
0.00	EMR Christmas Lights	40,000.00
0.00	EMR Staffing	30,000.00
0.00	EMR Elections	30,000.00
575,000.00		711,000.00

Adjustments

953,231.38

1,064,698.98


The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed _____
Responsible Financial Officer

Date _____

Ripon City Council

Prepared by: SALLY TAYLOR. RFO Date: 20-4-26.
Name and Role (Clerk/RFO etc)

Approved by:  Date: 20-4-26.
Name and Role (REQ/Chair of Finance etc)
CLLR JACKIE CROZIER.

Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025		1,032,200.46
	ADD Receipts 01/04/2025 - 31/03/2026		579,974.06
			1,612,174.52
	SUBTRACT Payments 01/04/2025 - 31/03/2026		536,865.61
A	Cash in Hand 31/03/2026 (per Cash Book)		1,075,308.91
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Unity Trust Bank 31/03/2026	39,705.82 ✓	
	HSBC 31/03/2026	11,519.22 ✓	
	Nationwide 31/03/2026	106,311.03 ✓	
	12-Month Fixed Term Deposit Accc 31/03/2026	680,000.00 ✓	
	Unity Trust Bank Instant Access Ac 31/03/2026	237,772.84 ✓	
	Commercial Multipay Card 31/03/2026	0.00	
			1,075,308.91
	Less unrepresented payments		
			1,075,308.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,075,308.91
	A = B Checks out OK		

Ripon City Council
Reconciliation between Box 7 and Box 8

31/03/2026

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

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		1,064,698.98
Debtors		
Prepayments	2,381.85	
Stocks and Stores		
VAT Recoverable	12,619.07	
TOTAL DEDUCTIONS		15,000.92
Creditors	25,610.85	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		25,610.85
Box 8 - Total cash and short term investments		1,075,308.91

Ripon City Council

TRIAL BALANCE

2025-2026

Code	Title	Income	Expenditure
	Cash in hand		1,075,308.91
	VAT recoverable		12,619.07
	Debtors		0.00
	Prepayments		2,381.85
	Stocks and stores		0.00
	Creditors	7,760.85	
	Receipts in Advance	0.00	
	Accruals	17,850.00	
1,000	Precept	483,200.00	0.00
1,100	Allotment Rental Income	550.00	0.00
1,160	HBC Recharge	0.00	0.00
1,163	Christmas Lights Income	0.00	0.00
1,190	Interest Received	35,573.31	0.00
1,199	Miscellaneous Income	350.00	0.00
1,200	Hugh Ripley Hall Room Hir	27,892.35	0.00
4,000	Advertising	0.00	0.00
4,001	Postage	0.00	71.77
4,002	Telephones and Internet	0.00	2,727.20
4,003	Stationery	0.00	657.03
4,004	Photocopier	0.00	1,982.31
4,005	Mobile Phone	0.00	77.30
4,006	Subscriptions	0.00	4,479.46
4,007	Office Sundries	0.00	141.10
4,008	Cleaning Materials	0.00	268.33
4,009	Laundry	0.00	60.00
4,010	Legal and Professional Fee	0.00	3,343.16
4,011	Audit and Accountancy	0.00	2,481.75
4,012	Bank Charges	0.00	227.00
4,013	IT Costs	0.00	5,710.04
4,015	Insurance	0.00	9,676.14
4,017	Communications	0.00	0.00
4,018	Consultancy Fees	0.00	3,646.33
4,020	Maintenance Contracts	0.00	0.00
4,023	Market Place Furniture	0.00	0.00
4,025	Alarm Contract and Alarm L	0.00	1,380.00
4,050	Salaries	0.00	107,996.07
4,051	Employers NI	0.00	16,353.00
4,052	Employers Pension	0.00	19,529.55
4,054	Employees NI	0.00	6,315.19
4,055	Payroll Processing	0.00	292.00
4,057	Employees Pension	0.00	7,034.81
4,058	Recruitment Agency Fees	0.00	0.00
4,059	Temporary Salaries	0.00	0.00
4,080	Recruitment Costs	0.00	605.00
4,085	Staff Training	0.00	575.00
4,086	Staff Travelling	0.00	108.72
4,088	Councillor Training	0.00	200.80
4,090	Other Costs	0.00	2,472.90
4,091	Other Costs	0.00	243.79
4,100	Rent	0.00	-7,500.00

Code	Title	Income	Expenditure
4,101	Business Rates	0.00	4,141.70
4,105	Electricity	0.00	0.00
4,106	Gas	0.00	0.00
4,107	Water	0.00	1,266.26
4,108	Temporary Toilets	0.00	7,900.00
4,109	Office Furniture	0.00	393.00
4,110	Maintenance Contracts	0.00	0.00
4,111	Building IT	0.00	0.00
4,113	Fire and Safety	0.00	0.00
4,150	Mayors Allowance	0.00	2,676.02
4,151	Civic Expenses	0.00	263.75
4,152	Mayors Christmas Cards	0.00	98.60
4,155	Mayor Making	0.00	1,505.37
4,156	Water QM	0.00	87.11
4,160	Civic Services	0.00	0.00
4,161	New Years Eve	0.00	0.00
4,162	Remembrance Sunday	0.00	5,140.34
4,163	Christmas Lights Expenditu	0.00	43,670.00
4,164	Battle of Britain	0.00	605.42
4,165	Other Events	0.00	2,137.55
4,169	August Events	0.00	19,759.55
4,171	Cllr Uniforms & Insignia	0.00	556.55
4,172	MO Uniforms & Insignia	0.00	-2,746.04
4,173	Road Closures	0.00	2,899.29
4,175	Events Cost General	5.00	8,234.40
4,178	New Years Eve	0.00	18,298.57
4,179	Christmas Light Switch On	50.00	11,712.51
4,180	Market Place Costs	0.00	70.00
4,184	Coronation Event 2023	0.00	0.00
4,200	Small Grants Scheme	0.00	10,255.00
4,202	Partnership Funding	0.00	26,259.82
4,203	Strategic Investment Fund	0.00	1,746.60
4,220	Marketing Expenses	0.00	0.00
4,500	Hugh Ripley Hall Caretakin	0.00	-7,000.00
4,501	Alarm Line Security	0.00	568.27
4,502	Trade Waste	0.00	537.07
4,503	HRH Maintenance Costs	0.00	3,972.80
4,504	PAT Testing	0.00	103.47
4,505	Alderman TF Spence Grant	0.00	28,877.86
4,506	Electricity Hut	0.00	0.00
4,511	Legionella Treatment	0.00	0.00
4,520	HRH Music Licence - PPL -	855.54	1,552.48
4,521	HRH Internet	0.00	0.00
4,522	HRH Cleaning Supplies	0.00	445.30
4,525	HRH Renovations	0.00	0.00
4,550	Bid Levy	0.00	166.00
4,551	Energy Direct Debit	0.00	8,204.40
4,600	Cabmen's Shelter Restorati	0.00	2,435.43
4,603	VAT Control	0.00	0.00
4,605	V E Day Event	0.00	4,389.73
4,606	Employees PAYE	0.00	19,420.50
4,607	Summer Entertainment	0.00	600.00
4,608	1195:4604	912.50	0.00
4,609	Cabmen's Shelter General	0.00	0.00
4,610	Staffing Administration	0.00	0.00
4,611	Telephone Kiosk Refurbishi	0.00	4,748.13
4,612	Admin for Elections	0.00	10,812.54
4,613	Other	0.00	0.00

Code	Title		Income	Expenditure
4,614	RAF Cadet 85th Anniversar		0.00	0.00
	Opening General Fund	273,231.38		
	Capital Reserves	105,000.00		
	Earmarked Reserves	711,000.00		
	Reserves Transfers			136,000.00
	Reserves Spend	0.00		
	Reserves Receipts			0.00
GROSS TOTAL			1.664.230.93	1.664.230.93

Ripon City Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Administration

Code	Title	Income			Expenditure			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	2,481.75	1,518.25	1,518.25 (37%)
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					3,646.33	-3,646.33	-3,646.33 (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	108.72	891.28	891.28 (89%)
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					10,812.54	-10,812.54	-10,812.54 (N/A)
SUB TOTAL					40,750.00	48,815.55	-8,065.55	-8,065.55 (N/A)

Alderman T F Spence Grant E:

Code	Title	Income			Expenditure			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 Expen				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 (N/A)

Cabmans Shelter

Code	Title	Income			Expenditure			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)

Christmas Lights

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Ripon City Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL					41,500.00	43,670.00	-2,170.00	-2,170.00 (-5%)
Civic								
		Income			Expenditure			Net Position
Code	Title	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	1,505.37	1,219.63	1,219.63 (44%)
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	-2,746.04	3,346.04	3,346.04 (557%)
4173	Road Closures				7,000.00	2,899.29	4,100.71	4,100.71 (58%)
SUB TOTAL					21,155.00	13,196.85	7,958.15	7,958.15 (N/A)
Events								
		Income			Expenditure			Net Position
Code	Title	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	18,298.57	1,701.43	1,701.43 (8%)
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							(N/A)
SUB TOTAL			55.00	55.00	72,500.00	62,994.76	9,505.24	9,560.24 (N/A)
Grants								
		Income			Expenditure			Net Position
Code	Title	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%)
SUB TOTAL					41,500.00	38,261.42	3,238.58	3,238.58 (76%)
Hugh Ripley Hall								
		Income			Expenditure			Net Position
Code	Title	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%)

Ripon City Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

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	-7,000.00	14,500.00	14,500.00 (193%)
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	13,957.75	30,162.25	37,110.14 (N/A)

Income		Income			Expenditure			Net Position
Code	Title	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	35,573.31	33,073.31				33,073.31 (1322%)
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	520,585.81	34,335.81				34,335.81 (N/A)

Market Place		Income			Expenditure			Net Position
Code	Title	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%)

Marketing and Promotions		Income			Expenditure			Net Position
Code	Title	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		Income			Expenditure			Net Position
Code	Title	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	107,996.07	48,660.93	48,660.93 (31%)
4051	Employers NI				18,783.00	16,353.00	2,430.00	2,430.00 (12%)

Ripon City Council
Summary of Income & Expenditure 2025-2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

4054 Employees NI				6,315.19	-6,315.19	-6,315.19 (N/A)
4055 Payroll Processing	730.00			292.00	438.00	438.00 (60%)
4057 Employees Pension				7,034.81	-7,034.81	-7,034.81 (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				19,420.50	-19,420.50	-19,420.50 (N/A)
4613 Other						(N/A)
SUB TOTAL	5,000.00	-5,000.00		213,850.00	178,121.12	35,728.88
						30,728.88 (N/A)

Premises

Code	Title	Income			Expenditure			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 To				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	-7,500.00	14,000.00	14,000.00 (215%)
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	2,685.12	15,414.88	15,414.88 (N/A)

Strategic Investment

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

Restated

(N/A)

NET TOTAL	513,050.00	549,388.70	36,338.70	527,550.00	437,921.10	89,628.90	125,967.60
V.A.T.		30,585.36			40,425.34		
GROSS TOTAL		579,974.06			478,346.44		

Ripon City Council
Year End Working Document
Year ending 31/03/2026

Last Year		A	B	C	A - B + C
<u>InclExp</u>	<u>Income</u>	<u>Receipts</u>	<u>Last Years</u>	<u>This Years</u>	<u>Income</u>
			<u>Adjustments</u>		
28,536.76	Hugh Ripley Hall	28,747.89			28,747.89
5,000	Events	55.00			55.00
499,139.19	Income	<u>520,585.81</u>			<u>520,585.81</u>
		549,388.70			549,388.70
Last Year			<u>Last Years</u>	<u>This Years</u>	
<u>InclExp</u>	<u>Expense</u>	<u>Payments</u>	<u>Adjustments</u>		<u>Expense</u>
50,244.40	Administration	48,588.15	2,750.00	2,977.40	48,815.55
623.50	Market Place	70.00			70.00
20,549.37	Alderman T F Spence Grant Expendit	28,964.97			28,964.97
30,073.80	Hugh Ripley Hall	20,957.75	14,000.00	7,000.00	13,957.75
315.70	Marketing and Promotions				
63,040.64	Events	64,201.61		-1,206.85	62,994.76
29,386.42	Grants	38,261.42			38,261.42
120	Cabmans Shelter	2,435.43			2,435.43
18,346.90	Civic	18,521.85	4,150.00	-1,175.00	13,196.85
18,285.83	Premises	10,185.12	15,000.00	7,500.00	2,685.12
170,124.17	Personnel	176,315.84	6,328.17	8,133.45	178,121.12
39,520	Christmas Lights	83,190.00	39,520.00		43,670.00
0	Strategic Investment	4,748.13			4,748.13
		<u>496,440.27</u>	<u>81,748.17</u>	<u>23,229.00</u>	<u>437,921.10</u>



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Mrs S Taylor
Ripon City Council
Clerk's Office, Ground Floor
Town Hall
Market Place South
Ripon
HG4 1DD

14 May 2026

Dear Sally

Re: Ripon City Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 14 May 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with own built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted remotely with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the Clerk and a review of the council website www.riponcity.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
<p>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</p>	<p>I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means. The council may wish to update this to be in the form <i>"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."</i></p> <p>The council has a Privacy Notice and FOI Publication Scheme but will need to adopt and publish a Website Accessibility Statement and an IT Policy by 31 March 2026 to meet the requirements of Governance Assertion 10.</p> <p>I recommend that the terms of reference are published on the council website.</p> <p>I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office.</p> <p>The Chief Officer confirmed that the Financial Regulations are due for further review in February, and I recommend that the authorisation levels are reviewed and the same figure included in each document for clarity.</p>	<p>The council has agreed to make this change and will be tested at next interim audit.</p> <p>Noted by council and agreed to action. Tested within Section O of this report.</p> <p>Confirmed as actioned and will be tested at next interim audit.</p> <p>To be tested at next interim audit.</p> <p>To be tested at next interim audit.</p>

	Based on the level of financial activity of the council, and through discussion with the Chief Officer, the council may wish to consider increasing the Chief Officer's authorisation limit within FR 5.15 to a higher figure based on the financial size of the council and to ensure an efficient authorisation process.	To be tested at next interim audit.
C. RISK MANAGEMENT AND INSURANCE	Based on the balances held by the council, the council should consider whether it needs to increase the Fidelity Guarantee level at renewal (March 2026) to ensure the maximum balance held by the council is always covered.	Reviewed at insurance renewal and to be tested at next interim audit.
I. BANK AND CASH	I was able to confirm that the bank reconciliations have been signed but there is no evidence of the bank statements being signed in accordance with Financial Regulations, and I will need to see evidence of this at the final internal audit to achieve a positive sign-off for this internal control objective.	Confirmed by council that this will be completed. Evidence provided of signed bank statements as part of year-end internal audit.
N. PUBLICATION REQUIREMENTS	As noted in section B of this report, the Notice of Conclusion of Audit and External Auditor Report and Certificate were not published on the council's website before the statutory 30 September 2025 deadline and the council has therefore NOT met the publication requirements for 2024/25.	Noted and reflected in Section N of this report.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The Clerk/RFO produces regular detailed budget reports from the accounting software. The year-end budget report shows income reported as 107% of budget and expenditure at 94%. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £483,200 for 2025/26. With a tax base of 6,062.89, this equates to a band D equivalent of £79.70 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 2 February 2026 (minute ref 21/26 2).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 *Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

At the year-end, the council held circa £816,000 in earmarked reserves, split between clearly identifiable categories.

The general reserve balance is which is within the recommended range as detailed in the Practitioner's Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. CASH

Internal audit requirement

Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

The council has no cash expenditure and the testing for this internal control objective is not applicable.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council has no long-term investments.

The council has no borrowing through the PWLB.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and	<i>made proper arrangements and accepted responsibility for safeguarding the public</i>	YES – there is regular reporting of financial transactions and accounting

	corruption and reviewed its effectiveness.	<i>money and resources in its charge.</i>	summaries, offering the opportunity for scrutiny.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>	YES – the requirements and timescales for 2024/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	YES – the council has met its responsibilities as a trustee

	for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.		
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	861,186	953,231	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	457,800	483,200	Figure confirmed to central precept record
3	Total other receipts	74,876	66,189	Agrees to underlying accounting records
4	Staff costs	170,124	176,649	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	270,507	261,272	Agrees to underlying accounting records
7	Balances carried forward	953,231	1,064,699	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	1,032,200	1,075,309	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	93,118	92,856	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows total year-end debtors of £15,001 and total year-end creditors of £25,611, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year’s comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed and shows there are no variances exceeding 15% requiring explanation to the External Auditor.

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority’s website)
 - (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	2 June 2025	1 June 2026
Date inspection notice issued	9 June 2025	2 June 2026
Inspection period begins	10 June 2025	3 June 2026
Inspection period ends	21 July 2025	14 July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

As noted in the interim audit report, the Notice of Conclusion of Audit and External Auditor Report and Certificate were not published on the council's website before the statutory 30 September 2025 deadline and the council has therefore NOT met the publication requirements for 2024/25.

CONCLUSION

I am not satisfied this control object has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner’s Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice, but **there is no evidence of a Website Accessibility Statement being published, or of the council adopting an IT Policy by 31 March 2026, and therefore the council has not met the requirements of this internal control objective.**

The Clerk confirmed that these matters will be resolved by the council at the next meeting, and she will advise the External Auditor that action has already been taken.

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations. This may be included within the audit testing for Governance Assertion 10 in future years.

CONCLUSION

I am not satisfied this control object has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

P. TRUSTEESHIP

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.		✓	
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance		✓	
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

Should you have any queries please contact me directly at andy@mulberrylas.co.uk

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
<p>O. DIGITAL AND DATA COMPLIANCE</p>	<p>There is no evidence of a Website Accessibility Statement being published, or of the council adopting an IT Policy by 31 March 2026, and therefore the council has not met the requirements of this internal control objective.</p> <p>I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations. This may be included within the audit testing for Governance Assertion 10 in future years.</p>	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/04/2026)

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration							
4000 Advertising	500.00	75.00	425.00	425.00	(85%)		
4001 Postage	150.00	14.40	135.60	135.60	(90%)		
4002 Telephones and Internet	2,500.00	209.11	2,290.89	2,290.89	(91%)		
4003 Stationery	750.00	47.14	702.86	702.86	(93%)		
4004 Photocopier	2,500.00		2,500.00	2,500.00	(100%)		
4005 Mobile Phone	300.00		300.00	300.00	(100%)		
4006 Subscriptions	4,500.00		4,500.00	4,500.00	(100%)		
4007 Office Sundries	250.00	24.95	225.05	225.05	(90%)		
4010 Legal and Professional Fees	5,000.00	148.50	4,851.50	4,851.50	(97%)		
4011 Audit and Accountancy	4,000.00		4,000.00	4,000.00	(100%)		
4012 Bank Charges	450.00	15.55	434.45	434.45	(96%)		
4013 IT Costs	7,500.00	378.28	7,121.72	7,121.72	(94%)		
4015 Insurance	10,500.00	8,678.23	1,821.77	1,821.77	(17%)		
4017 Communications						(N/A)	
4018 Consultancy Fees	5,000.00	340.23	4,659.77	4,659.77	(93%)		
4020 Maintenance Contracts						(N/A)	
4058 Recruitment Agency Fees						(N/A)	
4059 Temporary Salaries						(N/A)	
4086 Staff Travelling	500.00	23.29	476.71	476.71	(95%)		
4088 Councillor Training	1,100.00	115.00	985.00	985.00	(89%)		
4090 Other Costs	2,500.00		2,500.00	2,500.00	(100%)		
4111 Building IT						(N/A)	
4610 Staffing Administration						(N/A)	
4612 Admin for Elections						(N/A)	
SUB TOTAL	48,000.00	10,069.68	37,930.32	37,930.32	(79%)		

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Alderman T F Spence Grant E							
Code Title							
4156 Water QM	100.00		100.00	100.00	100.00	(100%)	
4505 Alderman TF Spence Grant Expi	30,000.00	941.26	29,058.74	29,058.74	(96%)		
4506 Electricity Hut						(N/A)	
SUB TOTAL	30,100.00	941.26	29,158.74	29,158.74	(96%)		

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Cabmans Shelter							
Code Title							
4600 Cabmen's Shelter Restoration	2,000.00		2,000.00	2,000.00	2,000.00	(100%)	
4609 Cabmen's Shelter General Costs						(N/A)	
SUB TOTAL	2,000.00		2,000.00	2,000.00	2,000.00	(100%)	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/04/2026)

Christmas Lights

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4163 Christmas Lights Expenditure				45,000.00		45,000.00	+/- Under/over spend 45,000.00 (100%)
SUB TOTAL				45,000.00		45,000.00	45,000.00 (100%)

Civic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4009 Laundry				500.00	124.00	376.00	+/- Under/over spend 376.00 (75%)
4150 Mayors Allowance				3,250.00	918.03	2,331.97	2,331.97 (71%)
4151 Civic Expenses				500.00	78.45	421.55	421.55 (84%)
4152 Mayors Christmas Cards				230.00		230.00	230.00 (100%)
4155 Mayor Making				2,725.00	789.80	1,935.20	1,935.20 (71%)
4160 Civic Services							(N/A)
4161 New Years Eve							(N/A)
4162 Remembrance Sunday				4,500.00		4,500.00	4,500.00 (100%)
4164 Battle of Britain				500.00		500.00	500.00 (100%)
4165 Other Events				2,000.00		2,000.00	2,000.00 (100%)
4171 Cllr Uniforms & Insignia				600.00		600.00	600.00 (100%)
4172 MO Uniforms & Insignia				600.00		600.00	600.00 (100%)
4173 Road Closures				5,000.00	2,053.86	2,946.14	2,946.14 (58%)
SUB TOTAL				20,405.00	3,964.14	16,440.86	16,440.86 (80%)

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4169 August Events				20,000.00	15,340.00	4,660.00	+/- Under/over spend 4,660.00 (23%)
4175 Events Cost General				6,000.00		6,000.00	6,000.00 (100%)
4178 New Years Eve				20,000.00		20,000.00	20,000.00 (100%)
4179 Christmas Light Switch On				20,000.00	5,955.00	14,045.00	14,045.00 (70%)
4184 Coronation Event 2023							(N/A)
4605 V E Day Event							(N/A)
4607 Summer Entertainment							(N/A)
4614 RAF Cadet 85th Anniversary					2,665.22	-2,665.22	-2,665.22 (N/A)
4615 85th Anniversary				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL				69,000.00	23,960.22	45,039.78	45,039.78 (65%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4200 Small Grants Scheme				15,000.00		15,000.00	+/- Under/over spend 15,000.00 (100%)
4202 Partnership Funding				31,000.00	26,259.82	4,740.18	4,740.18 (15%)
4203 Strategic Investment Fund				7,500.00		7,500.00	7,500.00 (100%)

Ripon City Council

21 May 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/04/2026)

SUB TOTAL	53,500.00	26,259.82	27,240.18	27,240.18 (50%)
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Hugh Ripley Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1200 Hugh Ripley Hall Room Hire	22,500.00	3,294.94	-19,205.06	5,500.00	400.00	5,100.00	-19,205.06 (-85%)
4101 Business Rates				5,500.00		5,100.00	5,100.00 (92%)
4105 Electricity				2,275.00		2,275.00	2,275.00 (100%)
4106 Gas				6,500.00		6,500.00	6,500.00 (100%)
4107 Water				1,250.00		1,250.00	1,250.00 (100%)
4110 Maintenance Contracts					576.05	-576.05	-576.05 (N/A)
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				500.00	63.23	436.77	436.77 (87%)
4502 Trade Waste				550.00	19.25	530.75	530.75 (96%)
4503 HRH Maintenance Costs				10,000.00	36.14	9,963.86	9,963.86 (99%)
4504 PAT Testing				175.00		175.00	175.00 (100%)
4511 Legionella Treatment				550.00		550.00	550.00 (100%)
4520 HRH Music Licence - PPL - PRS				2,000.00	660.12	1,339.88	1,339.88 (66%)
4521 HRH Internet							(N/A)
4522 HRH Cleaning Supplies				545.00		545.00	545.00 (100%)
4525 HRH Renovations				5,000.00		5,000.00	5,000.00 (100%)
4550 Bid Levy				225.00		225.00	225.00 (100%)
4551 Energy Direct Debit					291.46	-291.46	-291.46 (N/A)
SUB TOTAL	22,500.00	3,294.94	-19,205.06	42,570.00	2,046.25	40,523.75	21,318.69 (32%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1000 Precept		250,753.00	250,753.00				250,753.00 (N/A)
1100 Allotment Rental Income	550.00		-550.00				-550.00 (-100%)
1163 Christmas Lights Income							(N/A)
1190 Interest Received	30,000.00		-30,000.00				-30,000.00 (-100%)
1196 CIL Income		2,152.32	2,152.32				2,152.32 (N/A)
1199 Miscellaneous Income							(N/A)
4603 VAT Control							(N/A)
4608 1195:4604							(N/A)
SUB TOTAL	30,550.00	252,905.32	222,355.32				222,355.32 (727%)

Market Place

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

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/04/2026)

Marketing and Promotions		Receipts			Payments			Net Position
Code	Title	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		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (-100%)
4050	Salaries				187,443.00	9,984.70	177,458.30	177,458.30 (94%)
4051	Employers NI				23,826.00	2,034.29	21,791.71	21,791.71 (91%)
4052	Employers Pension				32,907.00	1,919.90	30,987.10	30,987.10 (94%)
4054	Employees NI					782.07	-782.07	-782.07 (N/A)
4055	Payroll Processing				730.00		730.00	730.00 (100%)
4057	Employees Pension					776.33	-776.33	-776.33 (N/A)
4080	Recruitment Costs				500.00		500.00	500.00 (100%)
4085	Staff Training				4,500.00	140.00	4,360.00	4,360.00 (96%)
4606	Employees PAYE					2,620.86	-2,620.86	-2,620.86 (N/A)
4613	Other							(N/A)
SUB TOTAL		5,000.00		-5,000.00	249,906.00	18,258.15	231,647.85	226,647.85 (88%)
Premises		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4008	Cleaning Materials				250.00		250.00	250.00 (100%)
4023	Market Place Furniture							(N/A)
4025	Alarm Contract and Alarm Line T				1,500.00	1,170.00	330.00	330.00 (22%)
4091	Other Costs				500.00		500.00	500.00 (100%)
4100	Rent				6,500.00		6,500.00	6,500.00 (100%)
4108	Temporary Toilets				8,500.00		8,500.00	8,500.00 (100%)
4109	Office Furniture				500.00		500.00	500.00 (100%)
SUB TOTAL					17,750.00	1,170.00	16,580.00	16,580.00 (93%)
Strategic Investment		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4611	Telephone Kiosk Refurbishment							(N/A)
4700	CIL Expenditure							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/04/2026)

Summary

NET TOTAL	58,050.00	256,200.26	198,150.26	582,306.00	86,669.52	495,636.48	693,786.74
V.A.T.		12,619.07			2,848.78		
GROSS TOTAL		268,819.33			89,518.30		

Ripon City Council
PAYMENTS LIST

21 May 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
2 Insurance	01/04/2026	FC 39-26	Unity Trust Bank		Insurance	Gallagher	Z	7,558.23		7,558.23
3 Councillor Training	01/04/2026	Fin Regs 6.8	Unity Trust Bank		Training costs	Yorkshire Local Councils Ac	Z	115.00		115.00
4 Road Closures	01/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Traffic Control	Event Traffic Control	S	1,797.13	359.43	2,156.56
1 Business Rates	01/04/2026	Fin Regs 6.8	Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	400.00		400.00
8 Consultancy Fees	02/04/2026	Fin Regs 6.8	Unity Trust Bank		Consultancy Fees	Synergy	Z	340.23		340.23
5 August Events	02/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Crow Leisure Group	Z	14,640.00		14,640.00
6 Alderman TF Spence Grant Exp	02/04/2026		Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60
6 Alderman TF Spence Grant Exp	02/04/2026		Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	49.99		49.99
6 Alderman TF Spence Grant Exp	02/04/2026		Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	158.54		158.54
7 RAF Cadet 85th Anniversary	02/04/2026	FC 135-25	Unity Trust Bank		Event Traffic Control	Event Traffic Control	S	2,080.24	416.05	2,496.29
9 Telephones and Internet	07/04/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	53.00	10.60	63.60
10 Legal and Professional Fees	08/04/2026	Fin Regs 6.8	Unity Trust Bank		Local Council Administration bc	SLCC	Z	144.00		144.00
10 Legal and Professional Fees	08/04/2026	Fin Regs 6.8	Unity Trust Bank		Local Council Administration bc	SLCC	S	4.50	0.90	5.40
15 Stationery	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Visitors book	SSP Direct	S	36.15		36.15
16 Insurance	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Insurance	Gallagher	Z	1,120.00	7.23	1,127.23
17 Alarm Contract and Alarm Line	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Maintenance	MRP Alarms	S	1,025.00	205.00	1,230.00
18 Alarm Contract and Alarm Line	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Maintenance	MRP Alarms	S	145.00	29.00	174.00
11 Employers NI	13/04/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	2,034.29		2,034.29
11 Employers NI	13/04/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	782.07		782.07
11 Employers PAYE	13/04/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	2,620.86		2,620.86
12 HRH Music Licence - PPL - PRS	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Music Licence	PPL PRS	S	660.12	132.03	792.15
13 RAF Cadet 85th Anniversary	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Catering	The Wakeman's House Caf	Z	268.50		268.50
14 RAF Cadet 85th Anniversary	13/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Hospitality	Susi Jenkins	Z	19.30		19.30
19 Alderman TF Spence Grant Exp	14/04/2026	Fin Regs 6.8	Unity Trust Bank		Land Registry	Sally Taylor	Z	14.95		14.95
20 Road Closures	15/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Traffic Control	Event Traffic Control	S	256.73	51.35	308.08
22 Advertising	16/04/2026	Fin Regs 6.8	Unity Trust Bank		Noticeboard repair	Colton Signs	S	75.00	15.00	90.00
23 Staff Travelling	16/04/2026	Fin Regs 6.8	Unity Trust Bank		Mileage	Tony Duncan	Z	11.52		11.52
21 Laundry	16/04/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Sally Taylor	Z	124.00		124.00
25 Employers Pension	17/04/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fl	Z	1,919.90		1,919.90
25 Employees Pension	17/04/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fl	Z	776.33		776.33
26 Civic Expenses	17/04/2026	Fin Regs 6.8	Unity Trust Bank		Mayoral Plaques	Trophies and Engraving	Z	60.00		60.00
27 Partnership Funding	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Open Country	Z	1,639.82		1,639.82
28 Partnership Funding	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Disability Forum	Z	1,800.00		1,800.00
29 Partnership Funding	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Community Link	Z	1,950.00		1,950.00

Ripon City Council

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
30	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	HADCA	Z	3,000.00		3,000.00
31	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Poetry Festival	Z	2,000.00		2,000.00
32	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Friends of Hell Wath	Z	1,000.00		1,000.00
33	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon City Festival Trust	Z	2,000.00		2,000.00
34	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Together	Z	2,000.00		2,000.00
35	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon in Bloom	Z	3,500.00		3,500.00
36	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon YMCA	Z	3,470.00		3,470.00
37	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Library Action Group	Z	1,900.00		1,900.00
38	17/04/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	St Wilfrid's Procession Cor	Z	2,000.00		2,000.00
24	17/04/2026	FC 135-25	Unity Trust Bank		Event Traffic Control	Event Traffic Control	S	297.18	59.44	356.62
39	20/04/2026	Fin Regs 6.8	Unity Trust Bank		Stamps	Leah Crawford	Z	14.40		14.40
40	20/04/2026	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Maintenance	Julieann Martin-Long	Z	13.18		13.18
41	21/04/2026	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Sundries	Sally Taylor	Z	19.00		19.00
42	21/04/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	63.23	12.65	75.88
43	22/04/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Mark Williamson	S	91.00	18.20	109.20
46	23/04/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Susi Jenkins	Z	5.95		5.95
46	23/04/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Susi Jenkins	Z	2.50		2.50
44	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Staff Salaries	RCC Staff	Z	9.27		9.27
47	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S	156.11	31.22	187.33
44	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Staff Salaries	RCC Staff	Z	9,984.70		9,984.70
45	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Mayoral Allowance	Mayor	Z	162.83		162.83
52	24/04/2026	FC 85-26	Unity Trust Bank		Badges	Sally Taylor	Z	18.45		18.45
50	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	Z	250.00		250.00
48	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	Z	105.00		105.00
49	24/04/2026	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	19.25		19.25
51	24/04/2026	HRH 6-26 3	Unity Trust Bank		Hugh Ripley Hall Maintenance	Sally Taylor	S	36.14	7.23	43.37
54	27/04/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	576.05	115.21	691.26
53	27/04/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	163.94	8.20	172.14
55	27/04/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	127.52	6.38	133.90
58	29/04/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	Sally Taylor	Z	10.99		10.99
59	29/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Crow Leisure Group	S	700.00	140.00	840.00
59	29/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Crow Leisure Group	S	5,600.00	1,120.00	6,720.00
61	30/04/2026	Fin Regs 6.8	Unity Trust Bank		service charge	Unitary Trust Bank	Z	15.55		15.55
56	30/04/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	378.28	75.66	453.94
57	30/04/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Mark Williamson	S	140.00	28.00	168.00

Ripon City Council
PAYMENTS LIST

21 May 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
60 Mayor Making	30/04/2026	Fin Regs 6.8	Unity Trust Bank		Event Catering	The Old Deanery	Z	1,545.00		1,545.00
Total								86,669.52	2,848.78	89,518.30

Scribe

INVOICE

Ripon City Council

Invoice Date
27 Apr 2026

Invoice Number
INV-17813

Reference
Invoice 1 of 1 Service
period: July 1, 2026 - June
30, 2027 Total invoiced:
£1,668 of £1,668

VAT Number
941 7451 20

Starboard Systems
Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Bookings Renewal (2026)	1.00	480.00	20%	480.00
Scribe Accounts Renewal (2026)	1.00	1,188.00	20%	1,188.00
			Subtotal	1,668.00
			TOTAL VAT 20%	333.60
			TOTAL GBP	2,001.60

Due Date: 30 Jun 2026

For BACS Payments :

Account Name: Starboard Systems Limited

Sort Code - 20-62-68

Account No. 33077306

Please see our website www.scribeaccounts.com for Terms and Conditions

** Please note if your subscription is paid by direct debit this invoice is for information purposes only **

[View and pay online now](#)

PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer Ripon City Council
Invoice Number INV-17813
Amount Due **2,001.60**
Due Date 30 Jun 2026

Amount Enclosed

Enter the amount you are paying above



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 07724 545669
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.



RIPON CITY COUNCIL

Scheme of Delegation

Adopted by Full Council 13 th June 2022	
Last updated	13 th June 2022
Date of Review	June 2026

1. INTRODUCTION

- 1.1. The powers and duties set out in this scheme are delegated to the Chief Officer and Responsible Finance Officer. The Chief Officer and Responsible Finance Officer is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.
- 1.2. The Chief Officer and Responsible Finance Officer may delegate these duties and powers to other Officers within the Council as per the Authorised Signatories list in Appendix 1, or as otherwise required following prior approval by Council or the relevant Committee.

2. EXTENT OF DELEGATION

- 2.1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 2.2. The Chief Officer and Responsible Finance Officer will exercise these powers in accordance with:
 - approved budgets;
 - the Council's Standing Orders and Financial Regulations;
 - the Council's Policy Framework and other adopted policies of the Council;
 - all statutory common law and contractual requirements.
- 2.3. The Chief Officer and Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 2.4. Provided that such authorisation is not prohibited by statute the Chief Officer and Responsible Finance Officer to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing;
 - only be given to an Officer below the delegating officer in the organisational structure;
 - only being given where there is significant administrative convenience in doing so;
 - the Officer authorised by the Chief Officer and Responsible Finance Officer acting in the name of the Chief Officer and Responsible Finance Officer;
 - such authorisation not being prohibited by statute.
- 2.5. A delegation to a subordinate Officer shall not prevent the Chief Officer and Responsible Finance Officer from exercising the same power or duty at the same time.

3. GENERAL MATTERS

3.1. The Chief Officer and Responsible Finance Officer is authorised to:

- Sign, or where appropriate, have sealed on behalf of the Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Council.
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- Institute and appear in any legal proceedings authorised by the Council.
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest.
- Alter the date or time of a Council Committee or Working Group, meeting but, before doing so, shall consult the Leader of the Council or Chairman of the Committee concerned about the need for the change and about convenient alternative dates and times.
- Deal with day to day matters relating to the use of office accommodation space.
- Negotiate and enter into contractual arrangements in relation to events held in Ripon organised by the Council.
- Manage the Council's services including:
 - The provision of events and all related items;
 - Facilities Management including Hugh Ripley Hall and the site at Quarry Moor;
 - Services agreed under contract for other authorities and bodies;
 - Websites and social media accounts relating to the council and council activities.

3.2. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.

3.3. To apply for planning consent for the carrying out of development by the Council.

3.4. To respond to consultations on planning applications and licensing applications subject to the comments by Full Council.

3.5. To respond to complaints made under the Council's complaints procedure

3.6. To manage, monitor and review the Council's internal control procedures.

3.7. To manage, monitor and review the Council's Risk Management Strategy.

4. FINANCIAL MATTERS

4.1. The Chief Officer and Responsible Finance Officer is authorised to:

4.2. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.

4.3. Operate the Council's banking arrangements including arranging overdrafts.

4.4. Incur expenditure up to a maximum of £5,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.

- 4.5. Pay all accounts properly incurred.
- 4.6. Pay all subscriptions to organisations to which the Council belongs.
- 4.7. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 4.8. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 4.9. Incur expenditure on revenue items within the approved estimates and budgets.
- 4.10. Enter into leasing and contract hire agreements for the acquisition of equipment on such terms as are considered appropriate.
- 4.11. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - the cost not exceeding the approved estimate;
 - the tender being the most economically advantageous to the Council according to the criteria set out in the tender documentation;
 - all the requirements of the Council's Financial Regulations being complied with.
- 4.12. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 4.13. Manage investments in accordance with the Council's Investment Strategy;
- 4.14. Authorise action for the recovery of debts;
- 4.15. Write-off debts up to the level set by the Council;
- 4.16. Maintain a Register of Assets and Inventory of Equipment;
- 4.17. Determine the Council's insurance requirements on the Council's behalf;
- 4.18. Make all necessary arrangements for the Council's insurances.

5. STAFFING MATTERS

- 5.1. The Chief Officer and Responsible Finance Officer is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
 - Employment of temporary employees;
 - Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
 - Management of staff performance;
 - Arranging for the exercising of disciplinary and grievance procedures in accordance with the Council's procedures;
 - Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Council area;
 - Approve payment of overtime together with the Chairman of the Staffing Committee;
 - Agree minor variations to the condition of employment together with the Chairman of the Staffing Committee;
 - Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies;

- Authorise training in line with the Council's policies;
- Authorise the provision of uniforms or protective clothing;
- Commission legal and professional advice on staffing matters.

6. PROPERTY MATTERS

- 6.1. The Chief Officer and Responsible Finance Officer is given authority to manage the land and property of the Council including:
- Agreeing the terms of any lease or licence;
 - The granting or refusal of the Council's consent under the terms of any lease;
 - Variations of restrictive covenants of a routine nature;
 - Directing the custody of Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
 - Exercising responsibility for the safe custody and maintenance of the civic regalia.

7. URGENCY

- 7.1. The Chief Officer and Responsible Finance Officer is authorised to act on behalf of the Council in cases of urgency or emergency.
- 7.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chairman, the Leader of the Council (if appointed) and the Chairs of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

8. EMERGENCY PLANNING

- 8.1. The Chief Officer and Responsible Finance Officer is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 8.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

9. PROCEDURAL

- 9.1. The Chief Officer and Responsible Finance Officer can:
- Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
 - Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
 - Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

10. HEALTH AND SAFETY AT WORK ACT 1974

10.1. The Chief Officer and Responsible Finance Officer is authorised to oversee the discharge of the Council's responsibilities under the Act.

11. LEGAL PROCEEDINGS

11.1. The Chief Officer and Responsible Finance Officer is authorised to:

- Take and discontinue legal proceedings in any Court or at any Tribunal.
- Take Counsel's advice or instruct Counsel to represent the Council.
- Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- Serve Requisitions for Information.
- Prepare a draft budget for consideration by the Council.
- Prepare the final accounts for each financial year.



RIPON CITY COUNCIL

IT Policy

Current Status	Draft (to be reviewed annually) For adoption 01/06/2026
Last updated	20/05/2026
By	Chief Officer
Date of Review	June 2027



1. Introduction

Ripon City Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Ripon City Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Ripon City Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Ripon City Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Ripon City Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Ripon City Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Ripon City Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account Security

Ripon City Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Ripon City Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Ripon City Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact (Chief Officer) for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Ripon City Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Nexus IT Support: 0345 63987 48

All staff and councillors are responsible for the safety and security of Ripon City Council's IT and email systems. By adhering to this IT and Email Policy, Ripon City Council aims to create a secure and efficient IT environment that supports its mission and goals.



RIPON CITY COUNCIL

Website Accessibility Statement

Adopted by Full Council 1/6/26 [proposed]	
Last updated	20/5/2026
Date of Review	20/5/2027

WEBSITE ACCESSIBILITY STATEMENT

RIPON CITY COUNCIL

INTRODUCTION

This accessibility statement applies to the Ripon City Council website: www.riponcity.gov.uk.

This website is managed by Ripon City Council. The Council wants as many people as possible to be able to use the website and to access Council information and services in a way that is clear, practical and inclusive.

For example, users should be able to:

- change colours, contrast levels and fonts
- zoom in up to 200% without text spilling off the screen
- navigate most of the website using a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader
- understand the website content, which the Council aims to make as clear and simple as possible

AbilityNet has advice on making devices easier to use for disabled people.

HOW ACCESSIBLE THIS WEBSITE IS

The Council knows that some parts of this website may not be fully accessible. In particular:

- some PDF documents may not be fully accessible to screen reader software
- some older agendas, minutes, reports and policy documents may not be structured in an accessible way
- some links may not clearly describe their destination or purpose
- some headings may not always follow a clear or logical order
- some images may not have suitable alternative text
- some pages or documents may not have been fully tested for use with keyboard-only navigation
- some colour contrast or visible focus indicators may not meet the required standard across all parts of the website

The Council will keep this statement under review and will update it as accessibility issues are identified and resolved.

FEEDBACK AND CONTACT INFORMATION

If you find any problems not listed in this statement, or if you think the Council is not meeting accessibility requirements, please contact the Council.

You can contact Ripon City Council by:

- Telephone: 01765 604097

- Post: Ripon City Council, Ground Floor, Town Hall, Market Place South, Ripon, HG4 1DD
- Email: admin@riponcity.gov.uk

The Council will consider requests and aims to respond within 10 working days.

ALTERNATIVE FORMATS

If you need information from this website in a different format, such as accessible PDF, large print, easy read, audio recording or braille, please contact the Council using the details above.

Please tell the Council:

- the web address of the content you need
- the format you need
- your name and contact details

The Council will consider the request and respond as soon as reasonably practicable.

ENFORCEMENT PROCEDURE

The Equality and Human Rights Commission is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

If you are not happy with how the Council responds to your complaint, you can contact the Equality Advisory and Support Service.

TECHNICAL INFORMATION ABOUT THIS WEBSITE'S ACCESSIBILITY

Ripon City Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

COMPLIANCE STATUS

This website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard, because of the non-compliances and exemptions listed below.

NON-ACCESSIBLE CONTENT

The content listed below is non-accessible for the following reasons.

NON-COMPLIANCE WITH THE ACCESSIBILITY REGULATIONS

Some content may not meet the WCAG 2.2 AA standard in the following areas:

PDFs and other documents

Some PDF documents, including older agendas, minutes, reports and policies, may not be fully accessible. This may include documents that:

- are not properly tagged for screen readers
- do not have a logical reading order
- do not have accessible headings
- contain scanned content or images of text
- do not have accessible tables

Links and navigation

Some link text may not clearly explain where the link will take the user. This can make the website harder to navigate for users of screen readers or speech recognition software.

Headings and page structure

Some pages may not use headings in a consistent or logical order. This can make it harder for users of assistive technology to understand the structure of the page.

Images and alternative text

Some images may not have suitable alternative text, or may have alternative text that does not fully explain the image where needed.

Keyboard access and visible focus

Some parts of the website may not be fully tested for keyboard navigation or may not show a sufficiently clear visible focus indicator.

Colour contrast

Some text, links, buttons or visual elements may not have sufficient colour contrast.

The Council is working to identify and fix these issues as part of its ongoing website management.

DISPROPORTIONATE BURDEN

The Council has not currently made any formal disproportionate burden assessment.

If, following further review, the Council identifies content where it would be a disproportionate burden to make it fully accessible, this statement will be updated to explain the assessment and the reasons for it.

CONTENT THAT IS NOT WITHIN THE SCOPE OF THE ACCESSIBILITY REGULATIONS

Some older PDF and office file documents published before 23 September 2018 may not be fully accessible. These are exempt from the regulations unless they are needed to access a service.

Pre-recorded audio and video published before 23 September 2020 is exempt from the accessibility regulations.

Third-party content that is neither funded nor developed by Ripon City Council, and is not under the Council's control, may also be outside the scope of the regulations.

WHAT THE COUNCIL IS DOING TO IMPROVE ACCESSIBILITY

Ripon City Council is working to improve the accessibility of its website. This includes:

- reviewing the structure and content of website pages
- improving link text, headings and alternative text
- reviewing current PDFs and documents before publication

- improving the accessibility of agendas, minutes, reports and policies where reasonably practicable
- considering accessibility when procuring or updating website services
- arranging periodic accessibility checks of the website

The Council will update this statement as improvements are made.

PREPARATION OF THIS ACCESSIBILITY STATEMENT

This statement was prepared on 20/5/2026

It was last reviewed on 20/5/2026

This website was last tested on 20/05/2026. The test was carried out by Ripon City Council.

The test was based on a sample of pages from the website, including:

- the homepage
- Council information pages
- councillor information pages
- meeting pages
- policy and document pages
- contact pages

DRAFT



RIPON CITY COUNCIL

Safeguarding Children and Adults at Risk Policy

Including Quarry Moor Nature Reserve, Council hire spaces and Council-managed activities

This policy is intended to be adopted by Ripon City Council both in its corporate capacity and, where relevant, by Ripon City Council acting as sole trustee of the Alderman T F Spence Charity.

Adopted by Full Council	1 st June 2026
Last reviewed	1 st June 2026
Next review due	1 st June 2029
Policy owner	Chief Officer
Designated Safeguarding Lead	Susi Jenkins
Deputy Designated Safeguarding Lead	Mark Williamson
Applies to	Council activities, Council premises, Council-managed land, Council hire spaces, and Quarry Moor when operated by the Alderman T F Spence Charity.

Note: This policy replaces the Council's previous Child Protection and Vulnerable Persons Policy adopted on 9 April 2018, subject to formal adoption.

1. Policy statement

Ripon City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk who come into contact with the Council through its services, premises, hire spaces, events, civic activity, public spaces, volunteering opportunities and community partnerships.

This policy also applies to Quarry Moor Nature Reserve and any Quarry Moor Activity Hub (Hub). Quarry Moor is held in trust and operated by the Alderman T F Spence Charity, whose charitable objects include the provision and maintenance of facilities for recreation and other leisure-time occupation in the interests of social welfare and, in particular, the provision and maintenance of a playground for children. Ripon City Council is the sole trustee of that charity.

Where Ripon City Council is acting as sole trustee of the Alderman T F Spence Charity, the Council will ensure that the charity adopts and applies this policy, or a policy materially consistent with it, for Quarry Moor and any related activity. Where the Council is acting in its own corporate capacity, this policy applies to Council services, buildings, land and activities, including hire spaces such as the Town Hall and Hugh Ripley Hall.

Safeguarding is everyone's responsibility. All concerns, allegations or disclosures of abuse, neglect, exploitation or harm must be taken seriously and responded to promptly. The Council's role is to recognise, record and refer concerns. Staff, councillors and volunteers must not investigate safeguarding concerns themselves.

2. Scope

This policy applies to:

- councillors;
- employees;
- volunteers;
- casual workers;
- contractors;
- hirers and users of Council facilities;
- partner organisations;
- people delivering activities on behalf of the Council or the Alderman T F Spence Charity;
- users of Council premises, Council-managed land and charity-managed land where the Council is sole trustee.

It applies to all relevant Council and charity activity, including but not limited to:

- Council meetings, events and civic activity;
- use of Council buildings and hire spaces, including the Town Hall and Hugh Ripley Hall;
- public open spaces and Council-managed land;
- Quarry Moor Nature Reserve and Quarry Moor Hub;
- volunteering and conservation activity;
- school, scout, guide and youth group visits;
- health, wellbeing and social prescribing activity;
- community engagement and public consultation;
- photography, publicity and online communication connected with Council activity.

3. Legal and policy framework

This policy has been prepared with regard to relevant legislation, statutory guidance and good practice. These include, where applicable:

- Children Act 1989 and Children Act 2004;
- Care Act 2014 and Care and Support Statutory Guidance;
- Working Together to Safeguard Children statutory guidance;

- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012;
- Disclosure and Barring Service eligibility and regulated activity guidance;
- Data Protection Act 2018 and UK GDPR;
- Domestic Abuse Act 2021;
- Equality Act 2010;
- Charities Act 2011 and Charity Commission expectations for trustee safeguarding governance;
- relevant North Yorkshire safeguarding partnership procedures.

This policy is not intended to make the Council, or the Alderman T F Spence Charity, a specialist safeguarding, education, health or care provider. It sets out proportionate arrangements for a parish-tier council, charity trustee and community facility provider that may come into contact with children, young people and adults at risk.

4. Definitions

4.1 Child or young person

A child or young person is anyone who has not yet reached their 18th birthday.

4.2 Adult at risk

An adult at risk is an adult who has needs for care and support, is experiencing or is at risk of abuse or neglect, and because of those care and support needs is unable to protect themselves from the abuse, neglect or risk of it.

The Council will normally use the term adult at risk rather than vulnerable adult. This reflects modern safeguarding practice: vulnerability may arise from circumstances, barriers, risk, abuse or neglect, rather than being an inherent characteristic of the person.

4.3 Safeguarding

Safeguarding means protecting a person's right to live in safety, free from abuse, neglect, exploitation and harm. It includes preventing harm where possible, responding appropriately where concerns arise, and working with the right agencies to support and protect people.

5. Principles

The Council and, where relevant, the Council acting as sole trustee of the Alderman T F Spence Charity, will be guided by the following principles:

- the welfare of children and adults at risk is paramount;
- everyone has the right to be safe from abuse, neglect, exploitation and harm;
- safeguarding is everyone's responsibility;
- concerns must be reported promptly and must not be ignored;
- staff, councillors and volunteers must refer concerns, not investigate them;
- information should be shared appropriately and proportionately where necessary to safeguard people;
- adults should be involved in decisions about them wherever safe and possible;
- partnership working is central to effective safeguarding;
- safer recruitment, supervision, induction and training reduce risk;
- arrangements should be proportionate to the setting, activity and level of risk.

6. Types of abuse and harm

Safeguarding concerns may include, but are not limited to, the following.

Children and young people

- physical abuse;
- emotional abuse;

- sexual abuse;
- neglect;
- bullying, including online bullying;
- grooming or exploitation;
- domestic abuse affecting a child;
- child-on-child abuse;
- radicalisation or extremist influence;
- unsafe supervision;
- inappropriate relationships or breaches of boundaries.

Adults at risk

- physical abuse;
- domestic abuse;
- sexual abuse;
- psychological or emotional abuse;
- financial or material abuse;
- modern slavery;
- discriminatory abuse;
- organisational abuse;
- neglect or acts of omission;
- self-neglect.

Concerns may arise from something seen, heard, disclosed, reported by another person, or noticed through a change in behaviour or circumstances.

7. Roles and responsibilities

7.1 Full Council

Full Council is responsible for adopting this policy and ensuring that the Council has appropriate safeguarding arrangements in place.

7.2 Ripon City Council acting as sole trustee of Alderman T F Spence Charity

When acting as sole trustee, the Council is responsible for ensuring that the Alderman T F Spence Charity has suitable safeguarding arrangements for Quarry Moor and any activity delivered there under the charity's purposes. This includes ensuring that charity activity, partner use and volunteer activity at Quarry Moor are managed in line with this policy.

7.3 Chief Officer

The Chief Officer is responsible for ensuring this policy is implemented, reviewed and understood by relevant staff, councillors, volunteers, hirers and partners.

7.4 Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- receive safeguarding concerns;
- ensure concerns are recorded;
- advise staff, councillors and volunteers;
- consider whether a referral is required;
- contact statutory safeguarding services, the police or other relevant bodies where appropriate;
- maintain confidential safeguarding records;
- ensure lessons are learned from incidents;
- support training, induction and awareness.

7.5 Deputy Designated Safeguarding Lead

The Deputy Designated Safeguarding Lead will act when the Designated Safeguarding Lead is unavailable or where a concern relates to the Designated Safeguarding Lead.

7.6 Staff, councillors and volunteers

All staff, councillors and volunteers must:

- understand and follow this policy;
- act appropriately and maintain safe boundaries;
- report safeguarding concerns promptly;
- avoid investigating concerns themselves;
- follow risk assessments, codes of conduct and site procedures;
- cooperate with safeguarding processes where required.

7.7 Contractors, hirers and partner organisations

Contractors, hirers and partner organisations must:

- comply with Council safeguarding expectations;
- have appropriate safeguarding arrangements for their own participants, staff and volunteers;
- supervise their own groups;
- report safeguarding concerns arising on Council or charity-managed land or premises;
- provide copies of safeguarding policies where requested;
- comply with site rules, risk assessments and emergency procedures.

8. Responding to safeguarding concerns

If a child, young person or adult at risk discloses abuse or harm, or if a concern is observed or reported, the person receiving the information must:

1. stay calm;
2. listen carefully;
3. take the concern seriously;
4. not promise confidentiality;
5. explain that information may need to be shared to keep people safe;
6. not ask leading questions;
7. not investigate;
8. record the concern as soon as possible;
9. report it to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

If someone is at immediate risk of harm, call 999. The Designated Safeguarding Lead should then be informed as soon as possible.

For non-emergency safeguarding concerns, the Designated Safeguarding Lead will consider whether a referral should be made to the relevant statutory service, including North Yorkshire children's social care, adult social care, the police, the Local Authority Designated Officer or another relevant safeguarding partner.

9. Recording and information sharing

Safeguarding records must be factual, accurate, dated and stored securely. Records should include:

- the date and time of the concern;
- who was involved;
- what was seen, heard or disclosed;
- the person's own words where possible;
- any immediate action taken;
- who was informed;

- decisions made and reasons for those decisions.
- A form has been created for this purpose and is contained in **Appendix 2**

Information will only be shared with those who need to know. However, confidentiality must not prevent the Council from sharing information where this is necessary and lawful to protect a child, adult at risk or another person from harm.

Personal information will be handled in line with data protection law. Safeguarding information may be shared without consent where there is a lawful basis to do so, including where this is necessary to protect someone from harm or to support a statutory safeguarding function.

10. Safer recruitment, induction and DBS checks

The Council will use proportionate safer recruitment and volunteer management arrangements for roles involving contact with children or adults at risk. This may include:

- role descriptions;
- application or expression of interest forms;
- identity checks;
- interviews or suitability conversations;
- references where appropriate;
- induction;
- safeguarding training or briefing;
- supervision and review;
- DBS checks where the role is eligible and the duties make this appropriate.

DBS checks will be considered on a role-by-role basis. They will be carried out where the role is eligible and where the duties make the check appropriate, particularly where there is regular, direct or unsupervised contact with children or adults at risk, or where the role may fall within regulated activity.

DBS checks will not be used as a substitute for safe supervision, appropriate boundaries, training, risk assessment and good management. Not all volunteering or public activity will require a DBS check.

11. Code of conduct

Staff, councillors, volunteers, contractors, hirers and partners must:

- treat everyone with dignity and respect;
- use appropriate language;
- avoid favouritism;
- maintain appropriate boundaries;
- avoid unnecessary physical contact;
- avoid being alone with a child or adult at risk unless this is unavoidable, planned and risk assessed;
- never form inappropriate relationships through Council or charity activity;
- never exchange personal contact details with children or vulnerable participants unless authorised for a clear Council purpose;
- never use personal social media to contact children involved in Council or charity activity;
- report concerns promptly;
- follow Council policies, risk assessments and site procedures.

12. Allegations against staff, councillors, volunteers, contractors or partners

Any allegation that a member of staff, councillor, volunteer, contractor, hirer or partner has harmed, abused, exploited or behaved inappropriately towards a child or adult at risk must be reported immediately to the Designated Safeguarding Lead.

If the allegation concerns the Designated Safeguarding Lead, it must be reported to the Deputy Designated Safeguarding Lead or Chief Officer. If the allegation concerns the Chief Officer, it should be

reported to the Mayor or appropriate nominated councillor, who must seek appropriate safeguarding advice.

The Council will:

- act promptly;
- ensure immediate safety;
- seek advice from the relevant statutory authority where required;
- consider whether the person should be removed from duties while enquiries take place;
- record decisions carefully;
- cooperate with statutory agencies;
- take disciplinary, contractual, trustee or referral action where appropriate.

Where an allegation concerns an adult working with children, advice may need to be sought from the Local Authority Designated Officer.

13. Hire spaces, events and public activities

This policy applies to Council hire spaces and community facilities, including the Town Hall and Hugh Ripley Hall, and to charity-managed spaces at Quarry Moor where the Council is acting as sole trustee.

The Council will consider safeguarding as part of the planning and management of events, facility hire, public activities and use of Council or charity-managed land. This may include:

- risk assessments;
- appropriate staffing and supervision;
- emergency procedures;
- first aid arrangements;
- lost child procedures where relevant;
- safe use of toilets and welfare areas;
- contractor controls;
- photography and media consent;
- arrangements for children, adults at risk and people needing additional support.

Hirers and partner organisations remain responsible for safeguarding their own participants. The Council may require hirers or partners to provide evidence of suitable safeguarding arrangements, particularly where activities involve children, young people or adults at risk.

14. Quarry Moor Nature Reserve and Quarry Moor Hub

Quarry Moor is held in trust and operated by the Alderman T F Spence Charity. Ripon City Council is the sole trustee. The site is intended to support recreation, leisure-time occupation in the interests of social welfare and, in particular, facilities for children. It is therefore especially important that safeguarding is considered clearly and proportionately in the management of the site.

Quarry Moor may be used for public access, volunteering, conservation activity, school visits, scout and guide sessions, youth activity, social prescribing, wellbeing sessions, walking and community events. In the past and in the future, the Quarry Moor Hub will provide a base for welfare, toilets, briefings, group management, storage and community activity.

Because Quarry Moor is an outdoor site with public access, uneven ground, practical conservation tasks and potential use by children and adults at risk, safeguarding must be considered in all organised activity.

For Quarry Moor activity, the Council, acting where relevant as sole trustee, will ensure that:

- activities are risk assessed;
- clear supervision arrangements are in place;
- visiting schools, scouts, guides and youth groups remain responsible for their own children and young people;

- health and wellbeing partners remain responsible for referral, assessment and participant support arrangements;
- volunteers are inducted and briefed;
- participants are not left unsupervised with unchecked adults where this would create risk;
- activities involving tools, conservation work or outdoor learning are planned safely;
- emergency, first aid and welfare arrangements are considered;
- contractors are managed appropriately when children or adults at risk are present;
- safeguarding concerns are recorded and reported in line with this policy.

The Council and the charity will not present Quarry Moor activity as clinical treatment. Where the site is used for social prescribing or wellbeing activity, the Council's role will be to provide a safe, supportive outdoor setting for movement, nature connection, volunteering and social activity. Health or care partners remain responsible for any clinical or referral decisions.

15. Photography, publicity and online communication

The Council will manage photography, filming, publicity and online communication carefully. This applies to Council activity and to charity activity at Quarry Moor.

The Council will:

- obtain appropriate consent for identifiable images;
- seek parental or carer consent where required for children;
- avoid publishing children's full names alongside photographs;
- respect anyone who does not wish to be photographed;
- ensure images are appropriate and respectful;
- avoid use of personal devices for images where possible;
- ensure partners manage consent for their own groups unless otherwise agreed.

Staff, councillors and volunteers must not contact children through personal social media or private messaging as part of Council or charity activity. Communications should normally be through parents, carers, schools, group leaders or partner organisations.

16. Training and awareness

The Council will ensure that relevant staff, councillors and volunteers are made aware of this policy. Training and awareness will be proportionate to role and risk. This may include:

- basic safeguarding awareness;
- role of the Designated Safeguarding Lead;
- responding to disclosures;
- safer recruitment and DBS eligibility;
- safeguarding adults;
- safeguarding children;
- managing volunteers;
- mental health awareness;
- event safeguarding;
- Quarry Moor-specific induction.

Volunteers involved in Quarry Moor activity will receive an induction appropriate to their role. This will include safe conduct, boundaries, reporting concerns, site risks and emergency procedures.

17. Review

This policy will be reviewed at least every three years, or sooner if legislation, statutory guidance, Council activity, charity activity, site use or safeguarding practice changes significantly.

The Quarry Moor appendix and checklist should be reviewed whenever the site's use materially changes, including the introduction of new partners, regular school visits, social prescribing activity, new play facilities, or wider masterplan works.

Appendix 1: Reporting route

If someone is in immediate danger, call 999.

For non-emergency concerns, report the concern promptly to:

Designated Safeguarding Lead	[insert name, role, telephone and email]
Deputy Designated Safeguarding Lead	[insert name, role, telephone and email]
North Yorkshire children's social care	[insert contact details]
North Yorkshire adult social care	[insert contact details]

The Council's role is to refer, not investigate. Any formal investigation will be undertaken by the relevant statutory authority.

Appendix 2: Safeguarding concern record

Name of person completing form	
Role	
Date and time of concern	
Location	
Name of person affected	
Age/date of birth, if known	
Parent/carer/contact details, if relevant	
Nature of concern	
What was seen, heard or disclosed? Use exact words where possible	
Any visible injuries or signs of distress	
Names of witnesses	
Immediate action taken	
Was emergency assistance required?	
Who was informed?	
Date and time reported to Designated Safeguarding Lead	
Further action agreed	
Signature	
Date	

Appendix 3: Quarry Moor safeguarding checklist

For any organised Quarry Moor activity, officers or activity leads should consider:

- Who is attending?
- Are children or adults at risk involved?
- Is the activity Council-led, charity-led or partner-led?
- Who is supervising the group?
- Does the partner have its own safeguarding policy?
- Is a site and activity risk assessment in place?
- Are toilets, shelter and welfare arrangements available?
- Are emergency contacts needed?
- Is first aid cover needed?
- Are tools, water, uneven ground or conservation tasks involved?
- Are DBS checks required for any role?
- Is photography or publicity planned?
- Are volunteers clear on conduct and boundaries?
- Is there a clear reporting route for safeguarding concerns?
- Have any access, mobility, anxiety or wellbeing needs been considered?
- Are contractors on site, and if so, how will contact with children or adults at risk be managed?

Appendix 4: Hirer and partner safeguarding declaration

For schools, youth groups, health partners, voluntary organisations and other groups using Council facilities, including the Town Hall, Hugh Ripley Hall, Quarry Moor Nature Reserve or Quarry Moor Hub.

The organisation confirms that:

- it has appropriate safeguarding arrangements in place;
- it will supervise its own participants;
- its staff and volunteers are appropriately checked and trained for their roles;
- it will report any safeguarding concern arising on Council or charity-managed land or premises to Ripon City Council;
- it will comply with site rules, risk assessments and emergency procedures;
- it will manage consent for photography and publicity for its own participants unless otherwise agreed.

Organisation	
Lead contact	
Role	
Email	
Phone	
Date of activity	
Signed and dated	

Appendix 5: Adoption by Alderman T F Spence Charity

Suggest the above Committee adopt the following, naturally, but also explicitly at its next meeting.

"Resolved that Ripon City Council, acting as sole trustee of the Alderman T F Spence Charity, adopts the Ripon City Council Safeguarding Children and Adults at Risk Policy for the purposes of the charity's operation of Quarry Moor Nature Reserve and Quarry Moor Hub, subject to future review and any charity-specific amendments required."

THIS AGREEMENT is made the 9th day of February in the year 2012 **BETWEEN THE RIPON CITY COUNCIL** ("the Council") (1) and [REDACTED]
[REDACTED]
Ripon and [REDACTED] ("the Trustees") (2)

WHEREAS

- (1) The Council are the owners of six allotment sites known as the Gallows Hill, Quarry Moor Lane, Kirkby Road, River View Road, Fishergreen, Bondgate Green Allotments, Ripon shown edged red on the plans attached ("the Allotments")
- (2) The trustees are members of the committee of the Ripon City Allotments Society ("the Society") in which capacity they have agreed to enter into this Agreement
- (3) The parties have agreed that the individual plots on the Allotments are to be controlled and managed by the Society as agents for the Council on the terms and conditions set out below

NOTE IT IS AGREED by and between the parties as follows:-

1. (a) The Council agrees to let and the Trustees agree to take for a term of 18 years, with a review after 11 years, at a yearly rent of £550.00 payable without deduction otherwise than allowed by statute by annual payment in advance on the first day of May each year unless and until determined as provided below
 - (b) (i) The said rent may be increased on the first May 2023 to a sum to be agreed between the parties or failing agreement by a Chartered Surveyor (acting as an expert) appointed jointly by the parties hereto (or failing agreement on such appointment by the President for the time being of the Royal Institution of Chartered Surveyors)
 - (ii) The costs of such Surveyor will be paid as awarded by the said Surveyor
2. The Trustees agree with the Council as follows:-
 - (a) To pay to the Yorkshire Water Authority all water charges in respect of the allotments
 - (b) To collect the rents payable by the tenants ("the Tenants") of the individual plots which together comprise the Allotments

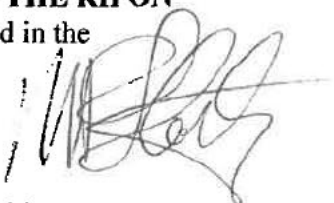
- (c) To keep an up-to-date register of the names and addresses of the Tenants to include a record of the rent payments made by the Tenants and to keep such record available for inspection by the Council at any time on request
 - (d) To relet as soon as possible any such plot which becomes vacant
 - (e) Not to allow the construction of any building or structure on any plot without the previous consent in writing of the Council (such consent to be at the absolute discretion of the Council) and only to place any such building in the position approved in writing by the Council
3. The Trustees are to ensure that the Tenants observe the following conditions:-
- (a) To keep the Allotments in good conditions, clean and in a good state of cultivation and fertility, well-manured and free from weeds
 - (b) Not to cause any nuisance or annoyance to the occupier of any other plot or obstruct any path set out by the Council for use by the Tenants
 - (c) Not to underlet or sign or part with the possession of any plot or part
 - (d) Not without the written consent of the Council (not to be unreasonably withheld) to cut or prune any timber or other trees or take or sell or carry away any mineral, gravel, sand or clay
 - (e) To keep all hedges, disused fences and gates (except the main boundary hedge fence and agate) alongside an individual plot in good order and repair except for any main cart roads
4. The Trustees agree to maintain all cart roads, boundary fences and gates together with all the drains, pipes, channels and conduits which serve the Allotments and to arrange for the removal of refuse
5. The Council reserve the right to terminate the tenancy of any individual plot after agreement with the Trustees by notice to quit and also reserve the right to exercise the power of re-entry and all other powers and remedies conferred upon them by the Allotment Acts 1908-1950
6. This Agreement may be determined:-
- (a) After the expiration of the said term of 18 years by the Council or the Trustees giving to the other twelve months notice in writing expiring on or before 6 April or on or after 29 September in any year
 - (b) By re-entry by the Council at any time after giving three months' previous notice in

writing to the Trustees on account of the land being required by any purpose other than use for agriculture which they have been appropriated under any statutory provision or

- (c) By re-entry by the Council after the expiration of the said term of three years giving to the Trustees three months notice in writing on account of the land being required for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of these purposes
- (d) By re-entry by the Council at any time after giving one month's previous notice in writing to the Trustees
 - (i) If the rent or any part is in arrears for not less than 40 days whether legally demanded or not
 - or
 - (ii) It appears to the Council that the Trustees or any of the Tenants (not less than three months after the commencement of this Agreement) have not duly observed the conditions contained in it

- 7. The Trustees are to be responsible for any Stamp Duty payable on this Agreement
- 8. It is further agreed between the parties that the Council will not to the extent permitted by law be liable for any loss or injury caused to the Trustees or the Tenants or the Society as a result of their use of the Allotments or the Allotments' unfitness for any particular use
- 9. If the Society replaces any of the Trustees by resolution at a meeting of the Society, the remaining Trustees are to ensure that the Society passes a further resolution signed by the Chairman of the meeting that such substituted Trustee or Trustees are to be bound by the term of this Agreement PROVIDED that:-
 - (a) The Council must also consent to the appointment of the substitute Trustee or Trustees
 - (b) The Council must not arbitrarily withhold its consent in the case of a respectable and responsible substitute

THE COMMON SEAL OF THE RIPON CITY COUNCIL was affixed in the presence of:-



Mayor

SIGNED AS DEED by the said [redacted] in the presence of:-



SIGNED AS DEED by the said [redacted] in the presence of:-



SIGNED AS DEED by the said [redacted] in the presence of:-



SIGNED AS DEED by the said [redacted] in the presence of:-



DEED OF VARIATION

This Deed of Variation is made on [DATE].

BETWEEN:

(1) RIPON CITY COUNCIL ("the Council"); and

(2) [REDACTED], (being continuing trustees), and [REDACTED] (being a duly-appointed replacement trustee) (together "the Trustees").

BACKGROUND

A. The Council and the original trustees entered into an Agreement dated 9 February 2012 ("the Original Agreement").

B. Since the date of the Original Agreement, [REDACTED] have ceased to act as trustees for the purposes of the Original Agreement.

C. By a resolution of the Ripon City Allotments Society passed on [DATE OF MEETING], copies of the relevant minutes having been provided to the Council, [REDACTED] was appointed as a replacement trustee in accordance with the Society's governing arrangements.

D. The parties wish to record the current trusteeship position and to vary the rent provisions of the Original Agreement.

OPERATIVE PROVISIONS

1. Confirmation of Trustees

1.1 The parties agree that the persons named in this Deed constitute the Trustees for the purposes of the Original Agreement and shall be bound by its terms, as varied by this Deed.

2. Variation

2.1 Clause 1(a) and clause 1(b)(i) of the Original Agreement shall be read subject to the following variation: the yearly rent payable under the Original Agreement shall be £840 per annum as per the 11-year review stipulation, to be in effect from when this Deed is signed.

2.2 This figure represents an increase in line with inflation from the original rent of £550 set in 2012, as agreed between the parties.

3. Continuation of Original Agreement

3.1 Except as varied by this Deed, all terms of the Original Agreement shall remain in full force and effect.

4. Governing Law

4.1 This Deed shall be governed by and construed in accordance with the law of England and Wales.

EXECUTED AS A DEED by the parties:

THE COMMON SEAL of RIPON CITY COUNCIL was affixed in the presence of:

.....
Mayor / Authorised Signatory

SIGNED AS A DEED by the Trustees:

.....
████████████████████

.....
████████████████████

.....
████████████████████

DRAFT

Recognition of Freedom of the City



Ripon Quality Enamel Lapel Pin Badge

(9140) Business
99.9% positive · Seller's other items · Message seller

£6.99 each

Condition: **New**

Quantity: More than 10 available · 17 sold

Multi-buy:

Buy 1 £6.99 each	Buy 2 £6.43 each	3 or more for £6.16 each
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[Buy another](#)

[Add to basket](#)

Briefing Note: National Emergency Briefing — Promoters, Supporters and Due Diligence

Purpose

To provide a balanced overview of the National Emergency Briefing, including who is behind it, who is promoting it, what criticisms or controversies exist, and whether there are any legal or reputational risks for the Council in engaging with it.

Summary

The National Emergency Briefing is a climate and nature public information campaign. It held a Westminster briefing on 27 November 2025, attended by political, business, scientific and civil society representatives, and has since called for a wider televised public briefing on climate and nature risks. It is not a Government scheme, statutory process or formal public authority programme.

The initiative describes itself as a collaboration between experts and concerned citizens seeking to encourage UK decision-makers to respond more strongly to climate change and nature loss. Its website states that it is spearheaded by brothers Simon and Nick Oldridge, described as climate funders and communicators with a business background. The chair is Professor Mike Berners-Lee, with a wider team covering public engagement, media, project management, creative work, science and psychology.

Supporters and Promoters

The campaign has attracted support from a range of environmental, scientific, civic, faith and public-facing figures and organisations. Publicly listed or cited supporters include the Royal Meteorological Society, National Trust, Church of England, Catholic Church in England and Wales, WWF, The Wildlife Trusts, Wildlife and Countryside Link, British Ecological Society, Greenpeace and Avaaz.

Prominent individuals associated with the campaign include Professor Mike Berners-Lee, who chairs the initiative, and Chris Packham, who opened the Westminster event and presents associated public-facing material. The briefing itself involved expert speakers covering climate science, biodiversity, public health, food systems, economics and national security.

Parliamentary support has also emerged. An Early Day Motion tabled in May 2026 notes the Westminster briefing and calls for a prime-time televised emergency briefing, emergency legislation, investment and public engagement. The wording of the motion is strong and explicitly frames climate change and nature loss as emergency issues affecting food security, public health, national security and the economy.

Points to Note and Areas of Criticism

The main point for councillors to note is that the National Emergency Briefing is a campaigning initiative, not an official Government process. Its language is deliberately urgent and includes calls for emergency legislation and a response at a scale comparable to wartime mobilisation. Supporters will regard this as proportionate to the risks being described; others may see the framing as politically charged or alarmist.

There is no obvious major scandal or disqualifying controversy attached to the organisation from the public sources reviewed. However, criticism does exist, including from climate-focused commentators. Carbon Independent, for example, has argued that the briefing contains inconsistencies and omissions, particularly around the adequacy of current net zero timescales and whether the messaging risks adding to public confusion.

A further point is that local screenings or events may be organised independently using National Emergency Briefing materials. The Council should therefore distinguish between the national campaign, the content of the film or briefing, and any local organiser seeking Council involvement.

Relevance to Ripon City Council

The briefing's themes are relevant to areas of local civic activity, including open space management, nature recovery, public health, flood and heat resilience, emergency preparedness, public buildings, events and community wellbeing.

For a parish-tier authority, the practical relevance is likely to be local and proportionate rather than regulatory. The Council's role would not be to determine national climate policy, but it may reasonably consider how climate and nature-related risks affect its own assets, services, events and community responsibilities.

Legal and Reputational Risk

On the information available, there does not appear to be a significant legal risk in the Council noting the National Emergency Briefing, attending a screening, or using it as one source of information on climate, nature and resilience. However, the Council should avoid presenting it as an official Government source or implying that all of its national policy demands have been formally endorsed unless members have expressly resolved to do so.

The greater issue is reputational and political risk. Aligning too closely with the campaign could be interpreted by some residents or councillors as the Council endorsing a specific national campaign position, rather than simply recognising climate and nature-related risks. That risk is manageable if the Council's position is carefully framed.

The safest approach would be to note the briefing and its relevance to local resilience, open spaces, public health and emergency planning, while making clear that any Council action would need to be practical, locally relevant, evidence-led and proportionate to the Council's powers and resources.

Suggested Council Position

Ripon City Council may wish to note the National Emergency Briefing and the issues it raises around climate change, nature loss and community resilience. The Council recognises that these themes may be relevant to its stewardship of local assets, open spaces, events and civic buildings. However, the briefing is an independent campaigning initiative rather than an official Government process, and any Council engagement should be practical, evidence-led, locally relevant and proportionate.

Overall Assessment

Legal risk is low if the Council is simply noting, discussing or using the briefing as part of a wider evidence base. Reputational risk is low to moderate, depending on how closely the Council aligns itself with the campaign. The risk would increase if the Council appeared to endorse all of the campaign's national policy asks without proper debate or local relevance. A carefully worded, locally focused position should keep the risk manageable.



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2026/27 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.		
<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:		
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.

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

How will your project be funded?

Name of Funder	Funding Confirmed Yes / No	£
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:

<i>Signature:</i>	
<i>Printed Name:</i>	
<i>Date:</i>	

Please return this form by post to:

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



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2026/27 APPLICATION FORM

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

Section 1 – Applicant Details

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

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

Is your organisation based in Ripon?	<u>Yes</u>		No	
How is your organisation best described? Please tick one only.				
A registered charity.				X (1212222)
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state:				
How many trustees / members of your organisation's management committee are there?				3
How many volunteers does your organisation benefit from?				20

How many other members does your organisation have?		900 (40 attend monthly meetings)	
How many paid staff does your organisation employ? Please give a full time equivalent.		Zero	
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?		£ zero	
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	N/A		
Section 3 – Project Details			
Project Title:	Ripon Camp/Hellwath Archaeology Research		
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	RHATS and Friends of Hellwath are partnering with Ripon Disability Forum are now in the second year of a five year project (permission from NYC and Tarmac to conduct digs over 5 years in 2025). Last year, two digs were planned but only one took place as the ground was too dry. This year we plan to conduct a 3 day community archaeology event 21-23 May with a further dig to be planned in for the summer and subsequent events to be held over the course of the remaining years on the project. There are 65 people joining the upcoming dig as well as 2 schools and we hope to replicate that several times across the lifespan of the project. The project responds to local interest in Ripon's heritage and role in WW1.		
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	Grant to be spent on equipment to facilitate all future digs on Hellwath grounds and can be used across all three community groups.		
How many people do you expect to benefit from this project? Please give an estimate of numbers.	50-100		
Will it be Ripon residents who benefit from your project? Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents). Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:			
<u>Wholly</u>	<input type="checkbox"/>	Mainly	<input type="checkbox"/>
	<input type="checkbox"/>		Partly
	<input type="checkbox"/>		<input type="checkbox"/>
Which sectors of the Ripon community will your project benefit? Please tick all that apply.			
Community	<input checked="" type="checkbox"/>	Welfare	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		Sport
	<input type="checkbox"/>		<input type="checkbox"/>

Health	x	Education	x	Arts	x
Culture	x	Leisure	x	Minority Groups	x
Youth	x	Families	x	Elderly	x
Commerce					

How will your project benefit Ripon?
 Ripon history brought to life in an inclusive and educational way, whilst identifying surviving structures (such as the Fairy Steps) and protect them. Alongside Community Pride in the history of Ripon, the Yorkshire Post are coming to cover the event in May to put Ripon on the map.

What evidence do you have to show that there is a need for your project in Ripon?
 Two schools have requested attendance showing a growth in community interest in heritage. There are 65+ participants already involved and future events will build on the collaboration with our partners.

Project Start Date: May 2025 **Project End Date:** May 3030
 (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>	£
Community Archaeologist	200
2 x foldable tables for finds	90
Gazebo	200
Hand Tools (Spades, trowels, kneeling pads etc)	190
Temp fencing barriers/tape	140
Metal detecting pointer & batteries	210
Consumables – bags, gloves, handwash, water	120
Total Cost of Project	1150
Figure to match total funding, below.	

How will your project be funded?

<i>Name of Funder</i>	<i>Funding Confirmed</i> Yes / No	£
Ripon City Council – Small Grants Scheme		1000
Not to exceed £1,000		
Organisation’s Financial Contribution (if any).		150

<i>Total Funding</i>		£1150
Figure to match total costs, above.		
<i>If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:</i>	N/A	
<i>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	N/A	
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	N/A	
Section 5 - Other Information		
<i>Is there any other information that you would like Ripon City Council to know about your project or organisation when considering your application?</i>		
<p>We will acknowledge RCC support in any social media etc. Post publicity will mention RCC The project is to be delivered with appropriate safeguarding, risk assessment and public liability via RHATS, FoHW, Ripon Disability Forum. The Yorkshire Post are covering the event in May and will really put Ripon on the map.</p>		
Section 6 - Checklist		
<i>Have you included:</i>	Yes / No	
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	Yes	
The most recent set of audited accounts for your organisation?	Not yet set up	
3 quotations for costs or items over £1,000?	N/A	
Details of any consents required (e.g. planning permission)?	N/A	
Documents which show how you have evidenced the need for your project in Ripon?	Yes	
Details of lease / rental agreements if your project involves a building or premises?	N/A	
Any other relevant documentation? Please detail below: RHATS have no income/expenditure to date, everything has been provided for free or voluntary.		
<i>If you have answered 'No' to any of the above please attach a letter explaining the reason why. It is in your own interest to provide Ripon City Council with sufficient information to be able to properly evaluate your application. Failure to do so could lead to an unsuccessful application.</i>		

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



By signing this declaration I declare that:

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

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

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

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

<i>Signature:</i>	
<i>Printed Name:</i>	
<i>Date:</i>	05/05/2026

Please return this form by post to:

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



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2026/27 APPLICATION FORM

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Please complete the form in BLOCK CAPITALS using black ink.
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Section 1 – Applicant Details

Name of Organisation: To whom a cheque will be paid if an award is made.	[REDACTED]
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	[REDACTED]
Position in Organisation: E.g. Chair / Secretary.	PRESIDENT.
Address of Organisation: MEET AT: Please include your postcode. PRESIDENT ADDRESS FOR CORRESPONDENCE :	• ST. WILFRID'S COMMUNITY CENTRE, TRINITY LANE, RIPON, HG4 2AB. • [REDACTED]
Telephone Number: (PRESIDENT)	[REDACTED]
E-mail Address:	[REDACTED]

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

Is your organisation based in Ripon?	Yes	<input checked="" type="checkbox"/>	No	
How is your organisation best described? Please tick one only.				
A registered charity.				
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state: COMMUNITY CLUB				<input checked="" type="checkbox"/>
How many trustees / members of your organisation's management committee are there? (FOUR OFFICERS AND SIX ORDINARY MEMBERS)				10
How many volunteers does your organisation benefit from? (ALL MEMBERS ARE PROSPECTIVE VOLUNTEERS)				58

How many other members does your organisation have?	48 OF 58 IN TOTAL
How many paid staff does your organisation employ? Please give a full time equivalent.	NIL..
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)? (Latest audited accounts) 2024/25.	[REDACTED]
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	AS A NOT-FOR-PROFIT ORGANISATION, THE SOCIETY'S FUNDS ARE USED TO HIRE ACCOMMODATION, TO HIRE SPEAKERS AND COMPETITION JUDGES. FUNDS ARE ALSO EXPENDED ON TECHNICAL AND DISPLAY EQUIPMENT AND REFRESHMENTS. OTHER COSTS INCLUDE INSURANCE, FEDERATION SUBSCRIPTION AND THE HIRE OF MORE SPACIOUS ACCOMMODATION EACH SUMMER TO HOUSE OUR ANNUAL EXHIBITION.

*

Section 3 – Project Details

Project Title:	PROMOTION OF THE SOCIETY'S WORK TO A WIDE AUDIENCE.
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	AN ONGOING PROGRAMME TO PROMOTE THE SOCIETY'S EDUCATIONAL, SOCIAL AND COMMUNITY WORK-TO DEVELOP THE PHOTOGRAPHIC SKILLS OF OUR MEMBERS AND THE PUBLIC, YOUNG AND OLD. OUR AIM IS TO BROADCAST OUR WORK TO THE WIDER PUBLIC AND TO ATTRACT INTEREST IN THE SOCIETY AND ITS ACTIVITIES. (PLEASE SEE SUPPORTING INFORMATION ENCLOSED).
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	FUNDING WOULD BE UTILISED TO PUBLICISE AND PAY FOR OUR ANNUAL EXHIBITION AT ALLHALLOW-GATE HALL IN AUGUST.
How many people do you expect to benefit from this project? Please give an estimate of numbers.	THE CURRENT MEMBERSHIP OF RGPS, NEW RECRUITS AND THE COMMUNITY ACROSS YORKSHIRE (THE EXHIBITION CAN ATTRACT OVER FOUR HUNDRED VISITORS INTO RIPON). THE SOCIETY WELCOMES ALL-COMERS.

Will it be Ripon residents who benefit from your project?
Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents).
Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:

Wholly		Mainly	<input checked="" type="checkbox"/>	Partly	
--------	--	--------	-------------------------------------	--------	--

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

Community	<input checked="" type="checkbox"/>	Welfare		Sport	
Health		Education	<input checked="" type="checkbox"/>	Arts	<input checked="" type="checkbox"/>
Culture	<input checked="" type="checkbox"/>	Leisure	<input checked="" type="checkbox"/>	Minority Groups	
Youth	<input checked="" type="checkbox"/>	Families		Elderly	<input checked="" type="checkbox"/>
Commerce					

* THE SOCIETY'S FINANCIAL YEAR ENDS AT THE END OF MAY. THE FINAL BALANCE FOR 2025/26 IS PROJECTED TO BE [REDACTED]

How do you intend to continue to fund the project if there will be ongoing running costs?	THE ANTICIPATED OUTCOME OF THE PLANNED PROMOTION WOULD BE AN INCREASE IN MEMBERSHIP NUMBERS AND A STRONG, ESTABLISHED SOCIETY IN THE YEARS GOING FORWARD.
Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.	N/A.

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

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

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.*
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- *If the information in the application changes I will notify Ripon City Council as soon as possible.*
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- *The organisation listed in Section 1 has due regard to equalities legislation.*
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- *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.

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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:

21st May 2026.

Please return this form by post to:

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

Thank you for email.

As you are probably aware we have a packed program of play area improvements in Ripon and other areas scheduled for 2026/27 with multiple consultations already underway.

That said, the proposal to install calisthenics kit at Ripon Skate Park/Camp Close is certainly something we can progress alongside the existing program, if the funding is made available by Ripon City Council.

In order to progress this proposal, we would need written confirmation of this financial commitment, for us to then schedule in the required public consultation .

On the basis that the outcome of the consultation is positive we would then look to procure the required equipment. Whether this is a Ripon City Council procurement or a NYC procurement would need to be decided at this point.

If you could confirm in writing that Ripon City council have approved and guaranteed funds, then I will take this forward for consultation.

Thanks

Kind regards

Jo

Joanne Rider

Community Assets Improvement Team Leader

Parks and Countryside Services

North Yorkshire Council

Environmental Services

PO Box 787

Harrogate

HG1 9RW



RIPON CITY COUNCIL
APPENDIX 1 – 1st June 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 26/01967/LB	Listed Building consent to fully replace of all existing roofing clay pan tiles with new, like for like matching clay pan tiles. 30 Heckler Lane Ripon North Yorkshire HG4 1PU 26/01967/LB Listed Building consent to fully replace of all existing roofing clay pan tiles with new, like for like matching clay pan tiles. 30 Heckler Lane Ripon North Yorkshire HG4 1PU		
DCPARISH 26/02009/LB	Listed Building consent for the reconstruction of the outer leaf of brickwork to the north elevation above first floor lintel level, including replacement of the failed outer-leaf lintel; replacement of two timber sash windows to the north elevation consequent upon the reconstruction of the outer leaf and the reforming of the window openings to their correct dimensions; repointing of the remainder of the north elevation in lime mortar; and inspection and repair of the rainwater goods above the north elevation. Hemingways 23 Kirkgate Ripon North Yorkshire HG4 1PB 26/02009/LB Listed Building consent for the reconstruction of the outer leaf of brickwork to the north elevation above first floor lintel level, including replacement of the failed outer-leaf lintel; replacement of two timber sash windows to the north elevation consequent upon the reconstruction of the outer leaf and the reforming of the window openings to their correct dimensions; repointing of the remainder of the north elevation in lime mortar; and inspection and repair of the rainwater goods above the north elevation. Hemingways 23 Kirkgate Ripon North Yorkshire HG4 1PB		120
DCPARISH 26/01867/FUL	Installation of 1no. 75kW electric vehicle charging unit serving two parking bays, with associated electrical cabinet and ancillary infrastructure. Street Record Low Skellgate Close Ripon North Yorkshire 26/01867/FUL Installation of 1no. 75kW electric vehicle charging unit serving two parking bays, with associated electrical cabinet and ancillary infrastructure. Street Record Low Skellgate Close Ripon North Yorkshire		

DCPARISH 26/01940/FUL	Conversion of offices to holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB 26/01940/FUL Conversion of offices to holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB		
DCPARISH 26/01941/LB	Provision of partition walls to new en-suites, in line ridge vent, relocated door, concealing of pipes and retention of secondary glazing in association with use as a holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB 26/01941/LB Provision of partition walls to new en-suites, in line ridge vent, relocated door, concealing of pipes and retention of secondary glazing in association with use as a holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB		
DCPARISH 26/01486/FUL	New driveway construction including dropped kerb and associated drainage. 60 Skellbank Ripon North Yorkshire HG4 2PT https://publicaccess.northyorks.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TCENCLTTR00		
DCPARISH 26/02205/DVCM/AJ	Section 73 application to allow alterations to ground floor frontages and installation of PV panels to rear roofscopes through the variation of Condition 2 (Approved drawings) of Planning Permission HGTC23/02034/FULMAJ for the demolition of existing buildings and erection of thirteen dwellings, realigned access onto Trinity Lane, and associated parking and landscaping. North Yorkshire Timber Company Limited Trinity Lane Ripon North Yorkshire HG4 2AL 26/02205/DVCM/AJ Section 73 application to allow alterations to ground floor frontages and installation of PV panels to rear roofscopes through the variation of Condition 2 (Approved drawings) of Planning Permission HGTC23/02034/FULMAJ for the demolition of existing buildings and erection of thirteen dwellings, realigned access onto Trinity Lane, and associated parking and landscaping. North Yorkshire Timber Company Limited Trinity Lane Ripon North Yorkshire HG4 2AL		121
Planning Enforcement			
26/00340/BRPC05	Alleged breach of conditions for a repaired structure. 13 North Street Ripon North Yorkshire HG4 1JY		
26/00341/PR15	Alleged use of service road for parking Flat 4 Greaves Court Market Place Ripon North Yorkshire HG4 1BP		
26/00409/PR05	Alleged unauthorised works to listed building in relation to fitting of extraction system. 26 Kirkgate Ripon North Yorkshire HG4 1PB		

Parish Council Renotification on Amended Applications			
Decisions on Applications			

Tree Preservation Orders			
DCPARISH 26/01973/TPO	Works to 1 no Sycamore (T2) Crown lift by (12-15ft) and removal of lower secondary and selected primary branches to achieve the required clearance of tree preservation order 71/2024. Garden House 10 University Gardens Ripon North Yorkshire HG4 2AD		
DCPARISH 26/02068/TPO	Works to 39 no. Lime (G2) light deadwood removal, and crown lift, inner avenue only, to a maximum height of 2-3m within tree preservation order 41/1999 G2. The Old College Steven Way Ripon North Yorkshire HG4 2TQ		
Appeals			



**COUNCIL OF THE CITY OF RIPON
OFFICIAL NOTICE OF A MEETING OF THE
ALDERMAN T F SPENCE COMMITTEE**

110_26_1

Date: 20th April 2026
Time: 2:00pm
Location: Council Chamber, Town Hall, Ripon.

Present:

- Cllr Martin-Long
- Cllr Duncan
- Cllr Hardisty
- Cllr McHardy
- Cllr Flatley
- M Stanley (Non-voting member of committee)
- J Geddes (Honorary Member)
- Cllr Cundall-Lister (Non-voting member of committee)
- T Bahrouni (Non-voting member of committee)
- Simon Warwick & Colleague (LUCT) (Non-voting member of committee)
- David Taylor (Non-voting member of committee)

In Attendance:

Deputy Chief Officer
 Administrator

Sally Taylor
 Chief Officer
 15th April 2026

MINUTES

26/26	<p>1. To receive apologies for absence. Cllr Horton</p> <p>2. To approve reasons for absence.</p> <p>APPROVED.</p>
27/26	<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>
28/26	<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>A member of public commented on the cliff face, and another made comment on the benches. The Chair advised a private meeting would be held with those after the official meeting.</p> <p>RECEIVED.</p>
29/26	<p>To receive and approve the minutes of the previous meeting held on 9/3/2026</p> <p>APPROVED.</p>
30/26	<p>To receive an update on Financial and Governance Matters:</p> <p>1. To receive HSBC statements from 1st March 2026-1st April 2026</p> <p>The Chair commented that the committee should observe the regular payments that are debited and what it is costing the charity on a monthly basis.</p> <p>RECEIVED.</p>

	<p>2. Rural Payments Agency funding update</p> <p>The committee was advised that Sophie Crease was leaving the position at Natural England. The committee was advised that the application had been finalised and that we are now waiting for funding to reach the charity.</p> <p>RECIEVED</p>
31/26	<p>To receive the following verbal reports and agree appropriate action:</p> <p>1. Warden's report.</p> <p>Comment was made by a member of the committee that the weekly reports were repetitive with no action being taken on the issues in hand such as broken fences, litter, dog waste etc. A question was asked about the sum of £613.60 that debits the bank account every month and what this payment covered. It was commented that there needs to be more positive and proactiveness regarding the findings of the reports. The question asked by The Chair was 'who's job is it – as a Warden'.</p> <p>The question was asked why the work such as brambles across a path were not tidied by the Warden. It was reported that no current job description was in place and PPE was not in use. It was reported that there may be some confusion with the work in hand due to LUCT also providing tidying duties.</p> <p>RECIEVED</p> <p>2. LUCT report</p> <p>It was reported that there was a problem with the spreading of Himalayan Balsam and that it would need acting on before it gets out of control. A comment was made that it would be a great community project to pull it up. LUCT offered to go to site to also act on the removal of this.</p> <p>RECEIVED</p>
32/26	<p>To consider a replanting programme</p> <p>It was noted that we were obligated to replant felled trees within 10 years of felling. Trees dedicated in memory to be an option. Trees to be planted where they need to be planted for ecological purposes. The opening of The Canopy needs to be addressed too. Also, the maintenance of new trees needs to be considered.</p> <p>Administrator to research this programme.</p> <p>APPROVED</p>
33/26	<p>To consider and approve the installation of new benches</p> <p>Administrator to meet Jeremy Dunford on site 21st April.</p> <p>DEFERRED</p>
34/26	<p>To receive an update on The Hut and consider next action</p> <p>Members of the committee and volunteers have spent a considerable amount of time cleaning up The Hut. It has been noted that due to the fact The Hut has been left for so long in disrepair that demolition may have to be an option.</p> <p>The Hut would be a huge asset if in full operational order for such things as Forest Schools and Mental Health Hub. There needs to be firm plans to replace The Hut if it is demolished.</p> <p>A minuted resolution to remove and replace needs to be taken to Full Council.</p> <p>Homes England have been considered to demolish & provide a new hut taken from Deverell Barracks to be recycled for this purpose. Cllr Duncan has written to Homes England with this suggestion. The use of Portakabin's would also be an option. It was agreed that this needs acting on now. It was noted that there is access to funds to act on this. It was proposed that the matter be added to the Agenda for Full Council for demolition and replacement of The Hut in June.</p> <p>APPROVED.</p>
35/26	<p>To consider the formation of 'Friends of Quarry Moor' volunteer group</p> <p>The Administrator is to research this.</p> <p>APPROVED.</p>
36/26	<p>To discuss a planned series of Heritage Events for 2026</p> <p>Richard Taylor spoke regarding a series of Heritage Open Days where Quarry Moor could be celebrated in a single day between 9th - 20th September. This could be linked to the proposal of an 'Open Day'</p> <p>RECEIVED</p>

Next Meeting: Monday 18th May 2:00pm



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

Date: Monday 20th April 2026

Time: 6:00pm

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

Present:

Cllrs Crozier, Duncan, Hardisty, Hunt and Williams

Chief Officer, Deputy Chief Officer

AGENDA

30/26	1. To receive apologies; 2. To approve reasons for absence Cllr Hawke's apologies were accepted	Pages
31/16	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.	
32/26	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.	
33/26	To consider and approve the minutes of the meeting held on the: 23 rd March 2026 RESOLVED	3 - 4
34/26	To discuss adoption the staff handbook as revised by Adam Chugg (March 2026) and agree a process <ul style="list-style-type: none"> • <i>Any policies not altered to readopt (CO to complete Summary)</i> • <i>Only amended policies to be circulated and reviewed, DCO to look at a shared online forum to save paper.</i> RESOLVED	5 - 6
35/26	To consider a request for the services of the Hornblower at Catch the Spirit festival 28.05.26 post 9pm RESOLVED	7
36/26	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.	



37/26	<p>To consider any other urgent staffing and other relevant matters</p> <ol style="list-style-type: none">1. CiLCA – update from SLCC on CO qualification timing2. CiLCA – Membership to SLCC for DCO3. Payroll Query Outcome – August 20254. First Aid Training - £95.00 1 day course x 25. Events Management Training booked for Admin 27th April6. Probationary period ends for one member of staff 1st June7. General Staff update report <p>RESOLVED</p>	8 - 13
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