



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

Date: 29th June 2026

Time: 6:00pm

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

Present:

Cllr A Williams (Mayor)

Cllr J Crozier

Cllr P McHardy

Cllr J Martin-Long

Cllr S Flatley

Cllr P Horton

Cllr G Camplejohn

Cllr S Hunt

Cllr T Duncan

In Attendance

Chief Officer

Deputy Chief Officer

2 Public

MINUTES

**Prior to the commencement of the formal meeting a short prayer was
said by the Chief Officer**

	Housekeeping note: • 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
114/26	i. To receive apologies; <i>Apologies were received from Cllrs Brodigan and Hardisty</i> ii. To approve reasons for absence. <i>Reasons for absence were approved</i>
115/26	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation. <i>Cllr Williams declared an interest in anything that may come before them as a member of NYC's area planning committee and NYC generally, declaring a prejudicial interest as an elected member.</i> <i>Cllr Crozier declared an interest in item 123/26 in her capacity as Director of Little Bird Made Ltd.</i>

116/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item. No Comments
117/26	To consider and approve the Minutes of the Meeting held: 1 st June 2026 (<i>Pages 1-6 in councillors packs</i>) as a true and accurate record of proceedings held. RESOLVED
118/26	Financial Matters 1. To receive the Income and Expenditure Report for the period 1 st May 2026 to 31st May 2026. (<i>Pages 7-11</i>) 2. To receive the list of payments for the period 1 st May 2026 to 31st May 2026. (<i>Pages 12-13</i>) 3. To note that the bank reconciliations to 31st May 2026 have been signed in accordance with Financial Regulations. RESOLVED (1/2) AND NOTED (3)
119/26	Website Update 1. To approve the quote for the Care Package from Colour it in. (<i>Pages 14-16</i>) RESOLVED
120/26	Policies 1. To review the NYC Code of Conduct Policy (<i>Pages 17-34</i>) 2. Data Protection Policy (<i>Pages 35-42</i>) 3. Information Security procedures (<i>Pages 43-49</i>) RESOLVED
121/26	Hornblowing at GYS To grant dispensation for the Hornblower to blow the horn and ring the bell at the great Yorkshire Show (14 th – 17 th July 2026) RESOLVED
122/26	Town Hall Update 1. To receive a verbal update on the funding application for painting the front of the Town Hall (MW) - RECEIVED 2. To approve going out to tender to get the work done, delegating the acceptance of the best value quote to the Chief Officer in consultation with the Mayor. RESOLVED
123/26	Ripon Market To note that "Ripon has been voted as Yorkshire's top market town to visit and second in a UK top ten league table" and to receive a verbal update on Market day Melodies. RECEIVED AND NOTED
124/26	Public Conveniences To consider (subject to agreement, further to resolution 14/26) to pay for extra cleans of public conveniences on Saturdays during July/August, with the Bid paying for September Saturdays, Christmas lights and 2 December Saturdays. (7 each @ £45 + VAT per clean) RCC to arrange and invoice Bid. RESOLVED

125/26	Environment Agency To consider a formal response to feedback from the environment agency with regard to the vehicle in the River Ure. (Pages 50) <i>The council were asked to endorse responses made via the Mayor and Chief Officer.</i> RESOLVED
126/26	To review and consider Small Grants Scheme Applications 1. Ripon City Band (Pages 51-55) RESOLVED
127/26	Barrier Jackets To approve design and cost of barrier jackets for events use. (Page 56) RESOLVED
128/26	Planning matters: 1. To consider planning matters as detailed. (See agenda items) 2. To receive the planning appendix. (Pages 57-59) RESOLVED
129/26	To receive the minutes from the following Committees for information: 1. HR Committee 7th May and 2nd June (Pages 60 & 61) 2. Hugh Ripley Hall Committee 16th March 2026 (Page 62) RECEIVED
130/26	To receive the following verbal reports: 1. Reports from North Yorkshire Councillors if appropriate – for information only. • <i>Paddling Pool update</i> • <i>Grass cutting review across the County</i> • <i>Highways, street cleansing and Clock Tower update</i> • <i>Spa Gardens Bowls Club water issue update</i> 2. Reports from members and/or the Chief Officer on external organisations. • <i>An update on Utilities contract for Hugh Ripley Hall (British Gas)</i> 3. Report from Ripon Together. • <i>The next FC follows the RT Board meeting – update to follow</i> 4. Report from Ripon Bid. 5. Mayoral Announcements/Engagements • <i>The Mayor gave updates on the visits made throughout the month</i> • <i>Reference was made to inappropriate posts on the RCC Facebook page, the council agreed that recent posts were unacceptable and thanks were made to the DCO for acting so quickly.</i> RECEIVED
131/26	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. <i>Along with both members of the public, the CO and Cllr Camplejohn left the meeting.</i> RESOLVED

132/26	To Receive a report back from the Chair of the HR Committee to conclude the outcome of an overpayment (FC 16/26) RECEIVED
133/26	Pension Scheme To consider membership of the North Yorkshire Pension Scheme for the fixed term Administrative Assistant role RESOLVED, as well as noting the start date of 27/7/2026
134/26	Quarry Moor To receive quotes for the demolition of the hut (Pages 63-65) RECIEVED To approve the section 80 demolition notice (£269.66) (Pages 66-67) APPROVED To approve delegated responsibility to the Chief Officer in consultation with the Mayor to go ahead with the works funds to be taken from the EMR. APPROVED, proceed with [REDACTED] quote, subject to DCO clarifying mold and whether detritus within poses a barrier to the demolition team.
135/26	Hugh Ripley Hall To receive a verbal report from the Deputy Chief Officer on the replacement of the Fire System RECIEVED To approve delegated responsibility to the Chief Officer in consultation with the Mayor to go out to tender for Fire System using funds from the EMR. APPROVED To approve delegated responsibility to the Chief Officer in consultation with the Mayor to take appropriate advice and procure solar panels and battery storage using funds from the EMR. APPROVED To approve the Grass Cutting quote. (Pages 68-70) APPROVED, to proceed with [REDACTED] following the competitive RFQ – an initial term of two summers until 31st October 2027, with option to extend by mutual consent.
136/26	Christmas Lights Switch on To discuss provision of Santa 2026. RESOLVED to accept the free offer of help from Cllr Hawk, subject to the safeguarding procedures used previously.

128/26	Planning matters: Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority. <i>Details of all planning applications listed below can be viewed online prior to the meeting at:</i> https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area
--------	--

DCPARISH 26/02521/FUL	Erection of single storey extension including 4 velux windows. 9 Princess Road Ripon North Yorkshire HG4 1HW 26/02521/FUL Erection of single storey extension including 4 velux windows. 9 Princess Road Ripon North Yorkshire HG4 1HW
DCPARISH 26/02491/FUL	External alteration and repair to existing timber shop front, replacement of the first floor windows to the Main Elevation, removal of the existing chimney stack. 9 Fishergate Ripon North Yorkshire HG4 1EA 26/02491/FUL External alteration and repair to existing timber shop front, replacement of the first floor windows to the Main Elevation, removal of the existing chimney stack. 9 Fishergate Ripon North Yorkshire HG4 1EA
DCPCAMEN 26/00445/FUL	Creation of access and driveway with landscaping. Magdalen's Road Ripon HG4 1HU 26/00445/FUL Creation of access and driveway with landscaping Magdalen's Road Ripon HG4 1HU
DCPARISH 26/02243/FUL	Roof replacement and external alterations comprising removal of the existing roof valley and formation of a continuous roof plane, reinstatement of shutter opening, and associated gutter and downpipe works. No change of use proposed. 83 Allhallowgate Ripon North Yorkshire HG4 1LE 26/02243/FUL Roof replacement and external alterations comprising removal of the existing roof valley and formation of a continuous roof plane, reinstatement of shutter opening, and associated gutter and downpipe works. No change of use proposed. 83 Allhallowgate Ripon North Yorkshire HG4 1LE
DCPARISH 26/02467/FUL	Proposed alterations to existing dental surgery including alterations to fenestration, addition of disabled access ramp, formation of accessible parking space, addition of render/cladding to external walls, solar array. 4 Finkle Street Ripon North Yorkshire HG4 1LA 26/02467/FUL Proposed alterations to existing dental surgery including alterations to fenestration, addition of disabled access ramp, formation of accessible parking space, addition of render/cladding to external walls, solar array 4 Finkle Street Ripon North Yorkshire HG4 1LA
DCPARISH 26/02817/LB	Listed Building Consent for a Proposed EV charger on outbuilding within curtilage of listed building. Danby House 10 Canal Road Ripon North Yorkshire HG4 1QN 26/02817/LB Listed Building Consent for a Proposed EV charger on outbuilding within curtilage of listed building. Danby House 10 Canal Road Ripon North Yorkshire HG4 1QN
DCPARISH 26/02816/FUL	Proposed EV charger on outbuilding within curtilage of listed building. Danby House 10 Canal Road Ripon North Yorkshire HG4 1QN 26/02816/FUL Proposed EV charger on outbuilding within curtilage of listed building. Danby House 10 Canal Road Ripon North Yorkshire HG4 1QN

	DCPARISH 26/03030/FUL	Demolition of existing rear single storey extension and forming two storey rear extension incorporating lifting ridge line and single storey side extensions, internal alterations, garage extension, adjustment to drive area. 16 Bishopton Lane Ripon North Yorkshire HG4 2QN 26/03030/FUL Demolition of existing rear single storey extension and forming two storey rear extension incorporating lifting ridge line and single storey side extensions, internal alterations, garage extension, adjustment to drive area 16 Bishopton Lane Ripon North Yorkshire HG4 2QN
--	-----------------------	--

Cllr A Williams.....

Dated.....

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/06/2026 and 30/06/2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Advertising				500.00	51.60	448.40	448.40 (89%)
4001	Postage				150.00		150.00	150.00 (100%)
4002	Telephones and Internet				2,500.00	212.61	2,287.39	2,287.39 (91%)
4003	Stationery				750.00	19.80	730.20	730.20 (97%)
4004	Photocopier				2,500.00	104.73	2,395.27	2,395.27 (95%)
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	10.08	239.92	239.92 (95%)
4010	Legal and Professional Fees				5,000.00		5,000.00	5,000.00 (100%)
4011	Audit and Accountancy		10.00	10.00	4,000.00	197.50	3,802.50	3,812.50 (95%)
4012	Bank Charges				450.00	20.40	429.60	429.60 (95%)
4013	IT Costs				7,500.00	881.81	6,618.19	6,618.19 (88%)
4015	Insurance				10,500.00		10,500.00	10,500.00 (100%)
4017	Communications							(N/A)
4018	Consultancy Fees				5,000.00	175.60	4,824.40	4,824.40 (96%)
4020	Maintenance Contracts							(N/A)
4058	Recruitment Agency Fees							(N/A)
4059	Temporary Salaries							(N/A)
4086	Staff Travelling				500.00		500.00	500.00 (100%)
4088	Councillor Training				1,100.00		1,100.00	1,100.00 (100%)
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			10.00	10.00	48,000.00	1,674.13	46,325.87	46,335.87 (96%)

Alderman T F Spence Grant Ex

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4156	Water QM				100.00		100.00	100.00 (100%)
4505	Alderman TF Spence Grant Expi				30,000.00	613.60	29,386.40	29,386.40 (97%)
4506	Electricity Hut							(N/A)
SUB TOTAL					30,100.00	613.60	29,486.40	29,486.40 (97%)

Cabmans Shelter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4600	Cabmen's Shelter Restoration				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 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/06/2026 and 30/06/2026)

Christmas Lights

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4163	Christmas Lights Expenditure				45,000.00		45,000.00	45,000.00 (100%)
4701	EMR Christmas Lights							(N/A)
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	+/- Under/over spend
4009	Laundry				500.00	45.00	455.00	455.00 (91%)
4150	Mayors Allowance				3,250.00		3,250.00	3,250.00 (100%)
4151	Civic Expenses				500.00		500.00	500.00 (100%)
4152	Mayors Christmas Cards				230.00		230.00	230.00 (100%)
4155	Mayor Making				2,725.00		2,725.00	2,725.00 (100%)
4160	Civic Services							(N/A)
4161	New Years Eve							(N/A)
4162	Remembrance Sunday				4,500.00	22.50	4,477.50	4,477.50 (99%)
4164	Battle of Britain				500.00	22.50	477.50	477.50 (95%)
4165	Other Events				2,000.00	1,989.25	10.75	10.75 (0%)
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		5,000.00	5,000.00 (100%)
SUB TOTAL					20,405.00	2,079.25	18,325.75	18,325.75 (89%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4169	August Events				20,000.00	750.00	19,250.00	19,250.00 (96%)
4175	Events Cost General				6,000.00	427.20	5,572.80	5,572.80 (92%)
4178	New Years Eve				20,000.00		20,000.00	20,000.00 (100%)
4179	Christmas Light Switch On				20,000.00		20,000.00	20,000.00 (100%)
4184	Coronation Event 2023							(N/A)
4605	V E Day Event							(N/A)
4607	Summer Entertainment							(N/A)
4614	RAF Cadet 85th Anniversary							(N/A)
4615	85th Anniversary				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					69,000.00	1,177.20	67,822.80	67,822.80 (98%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Small Grants Scheme				15,000.00	2,465.00	12,535.00	12,535.00 (83%)
4202	Partnership Funding				31,000.00	-2,200.00	33,200.00	33,200.00 (107%)
4203	Strategic Investment Fund				7,500.00	4,726.44	2,773.56	2,773.56 (36%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/06/2026 and 30/06/2026)

SUB TOTAL				53,500.00	4,991.44	48,508.56	48,508.56 (90%)
-----------	--	--	--	-----------	----------	-----------	-----------------

Hugh Ripley Hall

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	22,500.00	1,325.11	-21,174.89				-21,174.89 (-94%)
4101	Business Rates				5,500.00	402.00	5,098.00	5,098.00 (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	329.69	920.31	920.31 (73%)
4110	Maintenance Contracts							(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	65.90	434.10	434.10 (86%)
4502	Trade Waste				550.00	59.70	490.30	490.30 (89%)
4503	HRH Maintenance Costs				10,000.00	30.00	9,970.00	9,970.00 (99%)
4504	PAT Testing				175.00		175.00	175.00 (100%)
4511	Legionella Treatment				550.00		550.00	550.00 (100%)
4520	HRH Music Licence - PPL - PRS				2,000.00		2,000.00	2,000.00 (100%)
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					369.55	-369.55	-369.55 (N/A)
SUB TOTAL		22,500.00	1,325.11	-21,174.89	42,570.00	1,256.84	41,313.16	20,138.27 (30%)

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept							(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	1,468.80	-28,531.20				-28,531.20 (-95%)
1196	CIL Income							(N/A)
1199	Miscellaneous Income		290.00	290.00				290.00 (N/A)
4603	VAT Control							(N/A)
4608	1195:4604							(N/A)
SUB TOTAL		30,550.00	1,758.80	-28,791.20				-28,791.20 (-94%)

Market Place

		Receipts			Payments			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%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/06/2026 and 30/06/2026)

Marketing and Promotions

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

Personnel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (-100%)
4050	Salaries				187,443.00	10,470.70	176,972.30	176,972.30 (94%)
4051	Employers NI				23,826.00	1,765.90	22,060.10	22,060.10 (92%)
4052	Employers Pension				32,907.00	1,693.52	31,213.48	31,213.48 (94%)
4054	Employees NI					696.89	-696.89	-696.89 (N/A)
4055	Payroll Processing				730.00	229.71	500.29	500.29 (68%)
4057	Employees Pension					888.36	-888.36	-888.36 (N/A)
4080	Recruitment Costs				500.00		500.00	500.00 (100%)
4085	Staff Training				4,500.00	52.00	4,448.00	4,448.00 (98%)
4606	Employees PAYE					1,918.87	-1,918.87	-1,918.87 (N/A)
4613	Other							(N/A)
SUB TOTAL		5,000.00		-5,000.00	249,906.00	17,715.95	232,190.05	227,190.05 (89%)

Premises

Code	Title	Receipts			Payments			Net Position
		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		1,500.00	1,500.00 (100%)
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		17,750.00	17,750.00 (100%)

Strategic Investment

Code	Title	Receipts			Payments			Net Position
		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 01/06/2026 and 30/06/2026)

Summary

NET TOTAL	58,050.00	3,093.91	-54,956.09	582,306.00	29,578.41	552,727.59	497,771.50
V.A.T.		58.00			464.55		
GROSS TOTAL		3,151.91			30,042.96		

Ripon City Council
PAYMENTS LIST

06 July 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
124 Bank Charges	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial C.	Z	3.00		3.00
120 IT Costs	01/06/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	416.06	83.21	499.27
121 IT Costs	01/06/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	37.50	7.50	45.00
136 Staff Training	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Training costs	SILCC	Z	47.50		47.50
136 Staff Training	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Training costs	SILCC	S	4.50	0.90	5.40
137 Laundry	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Dry cleaning	Sally Taylor	Z	45.00		45.00
122 Business Rates	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	402.00		402.00
123 Water	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Water Services	Business Stream	Z	329.69		329.69
127 August Events	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Car Park Closure	North Yorkshire Council	Z	300.00		300.00
125 Partnership Funding	01/06/2026	FC 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Poetry Festival	Z	-2,200.00		-2,200.00
126 Alderman TF Spence Grant Exp	01/06/2026	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60
129 Advertising	03/06/2026	Fin Regs 6.8	Unity Trust Bank		reusable cheque	Mark Williamson	S	51.60	10.32	61.92
128 Office Sundries	03/06/2026	Fin Regs 6.8	Unity Trust Bank		Office Sundries	Sally Taylor	Z	10.08		10.08
130 Consultancy Fees	03/06/2026	Fin Regs 6.8	Unity Trust Bank		Consultancy Fees	Synergy	Z	175.60		175.60
131 Telephones and Internet	08/06/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	56.50	11.30	67.80
132 Other Events	08/06/2026	Fin Regs 6.8	Unity Trust Bank		Event Medical Provision	Medics UK	Z	1,989.25		1,989.25
135 Remembrance Sunday	10/06/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Sally Taylor	S	22.50	4.50	27.00
135 Battle of Britain	10/06/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Sally Taylor	S	22.50	4.50	27.00
133 Small Grants Scheme	10/06/2026	FC 106 - 26	Unity Trust Bank		Small Grants	Ripon Photographic Society	Z	465.00		465.00
134 Small Grants Scheme	10/06/2026	FC 106 - 26	Unity Trust Bank		Small Grants	Jervaux Singers	Z	1,000.00		1,000.00
138 Audit and Accountancy	12/06/2026	Fin Regs 6.8	Unity Trust Bank		Audit	Mulberry Services	S	187.50	37.50	225.00
108 Employers NI	12/06/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	1,765.90		1,765.90
108 Employers NI	12/06/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	696.89		696.89
108 Employers PAYE	12/06/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	1,918.87		1,918.87
139 Small Grants Scheme	15/06/2026	FC 106 - 26	Unity Trust Bank		Small Grants	Ripon History & Archaeolog	Z	1,000.00		1,000.00
141 Payroll Processing	16/06/2026	Fin Regs 6.8	Unity Trust Bank		Payroll processing	Yorkshire Accountants Rpx	S	229.71	45.94	275.65
167 Audit and Accountancy	16/06/2026		HSBC		test payment	Sally Taylor	Z	10.00		10.00
140 Market Place Costs	16/06/2026	Fin Regs 6.8	Unity Trust Bank		Premises Licence Fee	North Yorkshire Council	Z	70.00		70.00
142 Stationery	18/06/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	YPO	S	19.80	3.96	23.76
109 Employers Pension	18/06/2026	Fin Regs 6.8	Unity Trust Bank	May 2026	NYPF Costs	North Yorkshire Pension Ft	X	1,693.52		1,693.52
109 Employers Pension	18/06/2026	Fin Regs 6.8	Unity Trust Bank	May 2026	NYPF Costs	North Yorkshire Pension Ft	X	888.36		888.36
143 Trade Waste	18/06/2026	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	X	59.70		59.70
144 August Events	19/06/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	X	100.00		100.00
145 Energy Direct Debit	22/06/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	127.66	6.38	134.04

Ripon City Council
PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
146 Energy Direct Debit	22/06/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	213.73	10.69	224.42
147 Energy Direct Debit	22/06/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	28.16	1.41	29.57
148 Alarm Line Security	23/06/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	65.90	13.18	79.08
149 Telephones and Internet	24/06/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S	156.11	31.22	187.33
150 Salaries	25/06/2026	Fin Regs 6.8	Unity Trust Bank		Staff Salaries	RCC Staff	Z	10,720.70		10,720.70
151 Photocopier	26/06/2026	Fin Regs 6.8	Unity Trust Bank		Photocopier	Konica Minolta Business (U	S	104.73	20.95	125.68
153 Salaries	26/06/2026	HR Committee 55-26	Unity Trust Bank		HR Committee 55-26	RCC Staff	X	-250.00		-250.00
152 HRH Maintenance Costs	26/06/2026	Fin Regs 6.8	Unity Trust Bank		Window Cleaning	Green Clean	X	30.00		30.00
158 Bank Charges	30/06/2026		Unity Trust Bank		Handling Charge	Unitary Trust Bank	X	1.10		1.10
165 Bank Charges	30/06/2026		Unity Trust Bank		service charge	Unitary Trust Bank	X	16.30		16.30
156 IT Costs	30/06/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	428.25	85.65	513.90
154 August Events	30/06/2026	Fin Regs 6.8	Unity Trust Bank		Facepainting deposit	Lindy Pops	X	350.00		350.00
157 Events Cost General	30/06/2026	FC 127-26	Unity Trust Bank		Barrier Covers	Monster Mesh Ltd	S	427.20	85.44	512.64
155 Strategic Investment Fund	30/06/2026	FC 34-25 2	Unity Trust Bank		Match Funding	Friends of Kirkgate Park	X	4,726.44		4,726.44
Total								29,578.41	464.55	30,042.96



RIPON CITY COUNCIL

Performance Appraisal and Exit Policies (interviews and references)

Date Agreed by Council	13/7/2026 (proposed)
Date of Review	July 2029

Appraisal and Exit Interview Policy

Ripon City Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the Council to achieve its objectives.

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss their work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

Appraisals and exit interviews are linked components of talent and performance management. Appraisals support development while an employee remains with the Council; exit interviews support the transition away from the Council and help the Council learn from the employee's experience.

Core Principles of the Appraisal and Exit Interview Policy

1. The appraisal process aims to improve the effectiveness of the Council by contributing to achieving a well-motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and of the organisation are being met, and will be met in the next year.

4. The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.
5. All employees who have completed their probationary period are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the RCC Training Policy.
7. The appraisal process will provide the Council with valuable data to assist succession planning.
8. The appraisal process will be a fair and equitable process in line with the Council's Equal Opportunities Policy.
9. Exit interviews will support good handover, organisational learning, staff retention planning and the continuous improvement of the Council as an employer.

Performance Appraisal Implementation

Performance appraisal discussions will be held over a designated [4 week] period on an annual basis. They will be arranged by the employee's line manager. Line managers are encouraged to provide the opportunity for an additional [6-month verbal appraisal review], mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Information shared during the appraisal will be shared only with the Human Resources Committee where this is necessary and proportionate. Confidentiality of appraisal will be respected.

The appraiser, usually the employee's line manager, will be expected to be familiar with the employee's work.

All appraisal documents should be issued to both parties before the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

The Appraisal Discussion

The appraisal discussion will allow an opportunity for both the employee and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that they do not agree with and complete a self-assessment.

The appraisee and line manager should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the employee's aspirations and the Council's requirements and should align personal and Council goals. The Council and the line manager will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

Human Resources Committee

The completed and agreed Appraisal Forms will be considered by the next meeting of the HR Committee.

Exit Process, including Exit Interviews and Reference Requests

An exit interview should be undertaken for any employee who gives notice to leave Ripon City Council. The interview should take place while the employee is still working for the Council and, wherever reasonably practicable, within one week of notice being given.

The purpose of the exit interview is to provide a structured opportunity to understand the employee's experience of working for the Council, any reasons for leaving, any handover or transition matters, and any learning that may assist future workforce planning, retention and performance management.

Exit interviews should normally take place in the Mayor's Parlour.

Exit Interview Arrangements

Employee role	Exit interview arrangement
Chief Officer	The exit interview will be undertaken by the Chair of the HR Committee and one other member of the HR Committee.
Deputy Chief Officer	The exit interview will be undertaken by the Chief Officer, the Chair of the HR Committee and one other member of the HR Committee.
All other staff	The exit interview will be undertaken by the Chief Officer.

Any member of staff may request that their exit interview takes place with the Chair of the HR Committee and one other member of the HR Committee. Where such a request is made, the Chief Officer should facilitate the meeting taking place.

The interviewer or interviewers will make a written note of the exit interview. Records will be retained securely and managed in line with Ripon City Council's Data Protection Policy. Access to exit interview records will be limited to those who require it for legitimate HR, governance or legal purposes.

Reference Requests

Reference requests for current or former employees must be submitted in writing to admin@riponcity.gov.uk.

References will only be provided where the employee has given consent, or where the Council is otherwise legally required to respond. References will normally be limited to factual information, such as job title, dates of employment, main duties and, where appropriate, confirmation of reason for leaving. All references must be accurate, fair and not misleading.

References for staff will be provided by the Chief Officer or another authorised officer acting on their behalf. References for the Chief Officer will be provided by the Chair of the HR Committee. Individual employees or councillors must not provide references on behalf of the Council unless authorised to do so.

Personal references may be given only in a private capacity and must not use Council letterhead, email addresses, job titles or otherwise imply that the reference is being given on behalf of the Council.



RIPON CITY COUNCIL

FLAG FLYING POLICY

Current Status	To be adopted (Draft)
Last updated	07/07/2026
By	Chief Officer
Date of Review	

Ripon Town Hall is owned and managed by North Yorkshire Council (NYC) Flags on NTC buildings are flown in accordance with guidance from the Department for Culture, Media and Sport which is updated from time to time.

The Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

1. Purpose

This policy sets out the principles and procedures governing the flying of flags at Ripon City Council buildings. It aims to ensure that flags are flown in a consistent, respectful, and appropriate manner, in accordance with national guidance issued by the Department for Culture, Media and Sport (DCMS).

2. General Principles

- Flags flown by the Council should reflect civic pride, national identity, and significant local, regional, or national events.
 - The Union Flag is the national flag of the United Kingdom and may be flown at all times unless replaced by another approved flag.
 - All flags will be flown in accordance with the **UK Flag Protocol** as issued by DCMS.
 - The Council reserves the right to determine which flags are appropriate to fly.
-

3. Approved Flag Flying Days

- The annual schedule of approved flag flying dates will include the following and agreed at the March Full Council Meeting:
 - St Georges Day
 - Royal Engineers Freedom Weekend
 - International Homophobic Day
 - Armed Forces Day
 - Yorkshire Day
 - Battle of Britain
 - The Ripon City Flag will be flown on Civic occasions in the City. The Ripon City Flag may be flown to celebrate local events at the discretion of the Mayor.
 - **Requests for flag flying outside of the approved schedule will not be considered.**
-

4. Requests from the Public

- Members of the public or organisations may propose flags for inclusion in the annual schedule ahead of the March Full Council meeting.
 - Any such proposals must be submitted in writing and within the timeframe specified by the Council.
 - The Council is under no obligation to approve any request.
-

5. Provision of Flags

- Any flag requested by members of the public or external organisations must be **donated to the Council**.
 - The Council will not purchase flags on behalf of third parties.
 - Donated flags must:
 - Be of suitable quality for outdoor use
 - Meet required size specifications for the Council's flagpoles
 - Be in good condition and fit for purpose
 - The Council reserves the right to refuse any flag that does not meet these requirements.
-

6. Half-Masting of Flags

- Flags will be flown at half-mast as a mark of respect on occasions directed by the Crown or UK Government.
 - The Ripon City Flag will be flown at half mast on the death/funeral of:
 - A serving or former member of Ripon City Council;
 - An Honorary Freeman of the City of Ripon;
 - A former Mayor;
 - A serving officer in the Regiments who have been granted the Freedom of the City of Ripon;
 - At the discretion of the Mayor, on the death/funeral of local civic and community dignitaries.
-

7. Equality and Appropriateness

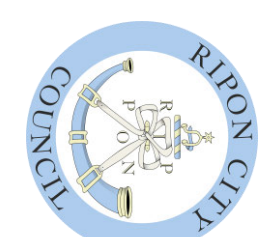
- Flags must not be:
 - Party political
 - Offensive, discriminatory, or divisive
 - Inconsistent with the Council's commitment to equality and community cohesion
- The Council retains absolute discretion to decline any flag it considers inappropriate.

8. Responsibility

- The Chief Officer (or nominated officer) is responsible for:
 - Implementing this policy
 - Maintaining the flag flying schedule
 - Ensuring flags are correctly flown and maintained

9. Review

This policy will be reviewed periodically or as required to ensure compliance with updated DCMS guidance and best practice.



Ripon City Council

Freedom of Information Act 2000

Information Available Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Ripon City Council, Clerk's Office, Town Hall, Market Place South, Ripon, HG4 1DD Telephone – 01765 604097 Email – admin@riponcity.gov.uk	Electronically Paper copy	Free of charge 10p per sheet
Who's who on the Council and its Committees	Website – www.riponcity.gov.uk , noticeboards within Town Hall <i>and/or</i> hard copy	free 10p per sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – www.riponcity.gov.uk , noticeboards within Town Hall <i>and/or</i> hard copy	free 10p per sheet

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)			Current and previous financial year as a minimum		
			How the information can be obtained		
			Cost		
Annual return form and report by auditor			Displayed on website – www.ripouncity.gov.uk .	free	
			Report and statement available in hard copy.	10p per sheet	
Finalised budget			e-mail – admin@ripouncity.gov.uk	free	
			hard copy	10p per sheet	
Precept			e-mail – admin@ripouncity.gov.uk	free	
			hard copy	10p per sheet	
Financial Standing Orders and Regulations			e-mail – admin@ripouncity.gov.uk	free	
			hard copy	10p per sheet	
Grants given and received			e-mail – admin@ripouncity.gov.uk	free	
			hard copy	10p per sheet	
List of current contracts awarded and value of contract			e-mail – admin@ripouncity.gov.uk	free	
			hard copy	10p per sheet	
Members' allowances and expenses			e-mail – admin@ripouncity.gov.uk	free	
			hard copy	10p per sheet	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum) – recorded as minutes	e-mail – admin@riponcilty.gov.uk hard copy	free 10p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website and public notice boards hard copy	free 10p per sheet
Agendas of meetings (as above)	website and public notice boards hard copy	free 10p per sheet
Minutes of meetings (as above)	Approved minutes are available on the website hard copy	free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	e-mail – admin@riponcilty.gov.uk hard copy	free 10p per sheet
Responses to consultation papers – recorded in the minutes	e-mail – admin@riponcilty.gov.uk hard copy	free 10p per sheet
Responses to planning applications – recorded in the minutes	e-mail – admin@riponcilty.gov.uk hard copy	free 10p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	e-mail – admin@riponcncy.gov.uk hard copy	free 10p per sheet
		Code of Conduct is available on the website via a link to Harrogate Borough Council's website	free
Information security policy		e-mail – admin@riponcncy.gov.uk	free
		hard copy	10p per sheet
Records management policies (records retention, destruction and archive)		e-mail – admin@riponcncy.gov.uk	free
		hard copy hard copy	10p per sheet
Data protection policies		e-mail – admin@riponcncy.gov.uk	free
		hard copy	10p per sheet

Schedule of charges (for the publication of information)	e-mail – admin@riponcity.gov.uk hard copy	free 10p per sheet
Class 6 – Lists and Registers	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	e-mail – admin@riponcity.gov.uk hard copy	free 10p per sheet
Assets Register	Available for inspection by arrangement.	free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	Held by North Yorkshire Council	free
Register of gifts and hospitality	Not held	10p per sheet

Contact details:

Clerk to the Council:

Mrs Sally Taylor, Clerk's Office, Town Hall, Market Place South, Ripon, HG4 1DD

E-mail: admin@riponcity.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Member Briefing: Civic Regalia for Honorary Freemen

Purpose

To brief members on a proposed item of civic regalia for the Honorary Freemen of the City of Ripon, following the Council's resolution to look into a suitable way of identifying them during civic processions.

Background

Honorary Freemen are the most significant civic figures recognised by the City of Ripon. The honour is rarely awarded and is reserved for individuals who have given exceptional service to the city. There are currently only three Honorary Freemen of the City of Ripon, one of whom is His Majesty The King.

At present, there is no clear visual marker for Honorary Freemen during civic processions. This has caused practical difficulties, including Freemen almost being removed from processions by security staff who did not recognise them. Providing discrete civic regalia would ensure they are appropriately identified at civic events.

Proposed Approach

The proposed solution is to provide each Honorary Freeman with an embroidered silk civic badge. This would offer a clear, dignified and easily recognisable form of identification, while avoiding the significantly higher costs associated with bespoke cast metal civic regalia.

In the interests of value for money, quality and environmental responsibility, officers have avoided progressing an option that would require a bespoke metal mold to be fabricated. Such an approach would likely involve an ongoing cost in the same broad region as previous mayoral badges. Instead, the proposed embroidered rosette approach allows the same design to be used repeatedly, with the one-off modest digitising and sampling cost spread across the initial order.

Design

The appearance of the emblem uses the Council arms/logo design found in the Ripon Corporation/City Council Freeman Register. The modern insertion of "Ripon City Council" text around the circumference has been replaced with "Honorary Freeman".

Mock-up designs have been generated in accordance with the designer's approach and are attached at Appendix A.

Members may wish to consider whether the emblem should use the yellow colour from the Council's branding, or whether gold-coloured / metallic embroidery should be used to make the emblem stand out more clearly as civic regalia.

Indicative Costs

The updated costings are based on three badges being ordered using the same design, with the digitising/sampling cost and postage treated as one-off order costs.

Item	Cost
Digitising and sampling cost	£20 per badge design
Matte and metallic stitched central motif and ribbon embroidery	£20 each
Silk ribbon, approximately 1.5 metres per rosette	Approx. £5 per rosette
Cost to make each rosette, approximately 1 to 1.5 hours	£25 per rosette
Postage, including guaranteed next day delivery and ribbon postage costs	Approx. £23

On this basis, the estimated total cost for three badges is:

Total for 3 Badges Approx. Cost Per Badge

£193	£64.33 each
------	-------------

Cost Breakdown

(£20 stitched motif and embroidery + £5 silk ribbon + £25 making cost) x 3 = £150

Plus £20 digitising/sampling + £23 postage = £193

If the same design is used again in future, the digitising and sampling cost should not need to be repeated, meaning future badges would be expected to cost approximately **£50 each**, plus any relevant postage. RCC would own the copyright to the design as set up for embroidery.

The supplier quote is attached in Appendix B.

Recommendation

That members consider approving the purchase of three embroidered rosette-style civic badges for the Honorary Freemen of the City of Ripon, using the same repeatable design, and determine whether the emblem should use the Council's yellow branding colour or the metallic/gold embroidery option.

Members should also consider by what mechanism the regalia be given to HM The King

Appendix A: Generated Mock-Up Designs. Please ignore inaccuracies in the logo.







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.	Dementia Forward
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	
Position in Organisation: E.g. Chair / Secretary.	Head of Community Operations
Address of Organisation: Please include your postcode.	
Telephone Number:	
E-mail Address:	

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

Is your organisation based in Ripon?	Yes	X – Burton Leonard	No	
How is your organisation best described? Please tick one only.				
A registered charity.				X
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>	13
<i>How many volunteers does your organisation benefit from?</i>	300

<i>How many other members does your organisation have?</i>	9,000
<i>How many paid staff does your organisation employ?</i> Please give a full time equivalent.	47.7
<i>At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?</i>	£296.628
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>	Wellbeing Café Ripon
<i>Description of Project:</i> Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	We would like to open a weekly wellbeing café for people in Ripon who are experiencing cognitive changes or living with a diagnosis of dementia and those who care for them. We are currently exploring venues, and are working with a local lady who is living with dementia and is keen to create new opportunities for other people in a similar position. The café would be a drop-in and would be run by a Dementia Support Advisor with the support of volunteers. We would provide refreshments, activities, speakers, information and support, and people would develop a new support network and friendship group.

Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.		We are looking at venues, but potentially St Wilfrid's Community Centre, Holy Trinity Arches or Allhallowgate Methodist Church, depending on price and availability.			
How many people do you expect to benefit from this project? Please give an estimate of numbers.		It may take time to build up, but other cafes we run get between 25 and 50 people each week.			
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	☐	Partly	☐
Which sectors of the Ripon community will your project benefit? Please tick all that apply.					
Community	☒	Welfare	☒	Sport	☐
Health	☒	Education	☐	Arts	☐
Culture	☐	Leisure	☐	Minority Groups	☐
Youth	☐	Families	☐	Elderly	☒
Commerce	☐				

How will your project benefit Ripon?		It will provide people with memory issues, a dementia diagnosis or who are carers, with a regular place to visit for company, information, advice and support.	
What evidence do you have to show that there is a need for your project in Ripon?		We support 194 people with dementia in HG4 postcodes. We are regularly asked whether we have a group in Ripon itself. We had one over 10 years ago, but it was not in a convenient location, so it closed. We feel it is important that as a charity that began in Ripon, there should be a Ripon group.	
Project Start Date:	Sept 2026	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 <u>will not</u> be processed.	
<i>Item</i>	<i>£</i>

Venue Hire – estimated at £23 per week (St Wilfrid's price)	552 (6 months)
Refreshments at £10 per week	240
Boccia	160
Giant Dominos	27
Total Cost of Project Figure to match total funding, below.	979
How will your project be funded?	
<i>Name of Funder</i>	<i>Funding Confirmed Yes / No</i>
Ripon City Council – Small Grants Scheme	
Not to exceed £1,000	
Organisation's Financial Contribution (if any).	
We are asking for 6 months funding to get the group off the ground. We will pay staff and volunteer costs as our contribution. If successful we will continue to fund it beyond the 6 month pilot.	
Total Funding Figure to match total costs, above.	979
<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>	
<i>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	We will ask for a small donation from attendees to cover venue and refreshments. We will continue to cover any other expenses with voluntary income.

<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	Through donations and fundraised income.
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> We are asking for start up funding to give the project chance to get off the ground for the first 6 months.	
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?	Yes
3 quotations for costs or items over £1,000?	
Details of any consents required (e.g. planning permission)?	
Documents which show how you have evidenced the need for your project in Ripon?	
Details of lease / rental agreements if your project involves a building or premises?	
Any other relevant documentation? Please detail below:	

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

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

By signing this declaration I declare that:

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

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

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

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

Signature:	
Printed Name:	

<i>Date:</i>	15/6/26
Please return this form by post to: SGS Applications c/o Chief Officer Ripon Town Hall RIPON HG4 1DD	

Consideration of a Corporate Identity and Brand Review

Purpose

To consider commissioning a practical corporate identity and communications review to clarify who Ripon City Council is, what it does, what it is responsible for, and how it presents itself to residents, partners, funders and visitors.

The review would produce usable outputs rather than a cosmetic rebrand, including clearer wording on the Council's role and key messages, community consultation findings, usable logo files, agreed colours, fonts and guidance for print, digital, signage and project materials.

The aim is to improve consistency, reduce avoidable officer and supplier time, support any new website and the Town Hall project, and help the Council present itself professionally and credibly when seeking external funding.

Background

There has not been a major review of how the Council presents itself or communicates its purpose since 1999. This can make it difficult for residents, partners, funders and potential stakeholders to understand the Council's ambitions and value to the city.

There is also a practical issue. The Council's logo and supporting artwork are not held in industry-standard formats suitable for consistent professional use, including vector artwork for scaling across print, signage and digital materials. The Council also does not currently have agreed Pantone colours for print work, agreed fonts, or a complete set of brand guidance.

These points may appear minor individually, but together affect how professional and consistent the Council looks. If different documents, posters, signs, reports, web pages and funding materials are placed alongside each other, the lack of agreed standards create a messy and inconsistent appearance. It also creates avoidable officer time/cost, with staff having to design or adapt materials on a bespoke basis each time, and additional time for web or print designers who have to estimate "best match" colours, fonts and layouts rather than working from an agreed standard.

This is particularly relevant as the Town Hall project is likely to generate a growing number of public-facing documents, displays and digital content.

Community consultation and wider value

The Deputy Chief Officer has sought indicative ballpark figures from a local supplier and considers that a project in the region of £4,000 could deliver a useful and proportionate piece of work.

The work would include community consultation to help understand how local people currently view the Council, its services and its role in the city.

The consultation data would also be used to support larger funding applications, particularly for the Town Hall project, by helping demonstrate how the project responds to local perceptions of council services, civic identity and the role the Town Hall could play in improving public engagement, access and pride in the city.

What would the review include?

The exercise would be expected to consider matters such as:

- the Council's purpose, role and key messages;
- how residents and partners currently view the Council;
- practical wording that can be used consistently across the website, reports, funding bids, posters and public information;
- production of industry-standard logo and artwork files, including vector formats suitable for professional print, signage and digital use; fonts and basic layout principles; agreed colours, including Pantone references for print work where appropriate;
- practical brand guidance for use by officers, web designers, print designers and external suppliers;
- guidance to ensure consistent use across printed material, signage, digital media, civic communications and Town Hall project materials.

Financial implications

Indicative market testing suggests a project, including community consultation, will be c.£4,000 (more detailed scopes can cost c.£12,000). This is a ballpark figure only and would be subject to quotations and confirmation of scope. It is proposed that three+ quotations are obtained and assessed on best overall value, taking into account quality, relevant experience, understanding of the Council's civic role, consultation approach, practical outputs, and cost.

Recommendation

That Members:

1. Authorise the Chief Officer to obtain quotations and appoint the provider offering the best overall value within existing delegated financial limits.
2. Require the final outputs of the review, including any proposed identity, messaging, consultation findings, artwork files or visual guidance, to be reported back to Council for consideration before adoption.

Dear Parish Council,

York and North Yorkshire Combined Authority has commissioned a Rural Bus Franchising study, funded by the Department for Transport, to explore ways to improve rural bus services across North Yorkshire. The study is being conducted by [ITP](#) on behalf of the Combined Authority.

The work will respond to challenges such as limited bus provision, access to key services, and social inclusion, with a focus on developing practical, locally informed solutions.

As part of this, we are seeking input from Parish Councils to understand local issues, priorities, and opportunities for improvement. Your insight will help ensure that the study reflects the needs of your community.

We would be grateful if your Council could complete the short stakeholder survey available here: [Better bus services – what do communities need?](#)

The deadline for completion is Sunday 19th July 2026.

To avoid duplication, we kindly ask that each Parish Council submits one coordinated response on behalf of the organisation. If you are unable to complete the survey yourself, please feel free to share it with an appropriate colleague within the Council.

If you are unable to respond to the survey by Sunday 19th July, please contact us and we will ensure your feedback and comments are incorporated.

If you have any questions, please do not hesitate to get in touch.

Kind regards,



Senior Consultant, ITP by Haskoning

	1 - Strongly Disagree	2 - Disagree	3 - Neither agree nor disagree	4 - Agree	5 - Strongly Agree	Don't know	Not Applicable
A) Links - Buses provide adequate links to key destinations (key service centres, towns and transport hubs such as rail stations)	☐	☐	☐	☐	☐	☐	☐
B) Frequency - Buses operate at a reasonable frequency	☐	☐	☐	☐	☐	☐	☐
C) Coverage - Buses provide good coverage by time of day (day time, evening, weekend)	☐	☐	☐	☐	☐	☐	☐
D) Accurate information - available about bus services for example at bus stops, printed timetables, digital journey planning or real-time updates	☐	☐	☐	☐	☐	☐	☐
E) Reliable bus services	☐	☐	☐	☐	☐	☐	☐
F) Affordable - Bus travel is affordable and good value for money	☐	☐	☐	☐	☐	☐	☐
G) Quality - the bus service (bus stops, vehicle quality, driver friendliness) is good	☐	☐	☐	☐	☐	☐	☐
Other comments (please specify)							

Transport Needs

9. To what extent do bus and public transport services provide good access for different journey purposes and different groups of people in your area of interest? from 1 'don't meet any needs' to 5 'meet all needs'?

	1 - Don't meet any needs	2 - Meet very few needs	3 - Neither meet nor don't meet needs	4 - Meet some needs	5 - Meet all needs	Don't know	Not applicable
A) Work - Links to major employee destinations	☐	☐	☐	☐	☐	☐	☐
B) Health - Links to hospitals and health care facilities	☐	☐	☐	☐	☐	☐	☐
C) Education - Links to secondary schools, sixth forms & colleges	☐	☐	☐	☐	☐	☐	☐
D) Key service centres - Links to access facilities such as shops, post offices, etc.	☐	☐	☐	☐	☐	☐	☐
E) Other transport services - Links to transport hubs / train stations, etc.	☐	☐	☐	☐	☐	☐	☐
F) Leisure destinations - Links to amenities such as leisure centres / evening entertainment	☐	☐	☐	☐	☐	☐	☐
G) Visitor destinations - Links to visitor attractions, popular countryside destinations	☐	☐	☐	☐	☐	☐	☐

10. Are there particular groups of people or communities whose transport needs are currently not well met? Please explain below.

Improvements

11. If it were possible to make improvements to bus services, which of the following would have the greatest impact on enabling people to travel more by bus in the area you are commenting on?

Please identify and rank up to three items.

Please use the open text box to add any specific additional information

	Priority 1	Priority 2	Priority 3
A) Links to key destinations	☐	☐	☐
B) Frequency improvements	☐	☐	☐
C) Better coverage by time of day (day time, evening, weekend).	☐	☐	☐
D) More accurate and easy to understand/access information	☐	☐	☐
E) Better service reliability	☐	☐	☐
F) Affordability / value for money	☐	☐	☐
G) The overall passenger experience - including aspects such as bus stops, vehicles and customer service.	☐	☐	☐
H) Improved safety and/or accessibility	☐	☐	☐

Please use the text box below to add further information

Continued Involvement in Study

12. Would you like to continue to be informed about the study progress?

If so, please provide your name and email address. These will be used solely for the purposes of this study.

If no, please skip this question.

Name:

Email Address:



RIPON CITY COUNCIL
APPENDIX 1 – 13th July 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 26/03123/LB	Listed Building Consent for the Retention of existing flue and external redecoration works. (Part Retrospective). 8 Kirkgate Ripon North Yorkshire HG4 1PA 26/03123/LB Listed Building Consent for the Retention of existing flue and external re-decoration works. (Part Retrospective) 8 Kirkgate Ripon North Yorkshire HG4 1PA		
DCPARISH 26/03150/LB	Listed building consent for the replacement of existing conservatory with timber double glazed garden room with lantern roof and link to main house. Pendle House Kangel Close Ripon North Yorkshire HG4 1DE 26/03150/LB Listed building consent for the replacement of existing conservatory with timber double glazed garden room with lantern roof and link to main house. Pendle House Kangel Close Ripon North Yorkshire HG4 1DE		44
DCPARISH 26/03149/FUL	Replacement of existing conservatory with timber double glazed garden room with lantern roof and link to main house. Pendle House Kangel Close Ripon North Yorkshire HG4 1DE 26/03149/FUL Replacement of existing conservatory with timber double glazed garden room with lantern roof and link to main house. Pendle House Kangel Close Ripon North Yorkshire HG4 1DE		
DCPARISH 26/02954/FUL	Erection of extension to existing showroom, erection of detached building and associated landscape works. Ripon Land Rover Hutton Bank Ripon North Yorkshire HG4 5DT 26/02954/FUL Erection of extension to existing showroom, erection of detached building and associated landscape works. Ripon Land Rover Hutton Bank Ripon North Yorkshire HG4 5DT		

DCPARISH 26/03245/LB	Listed Building Consent for the reopening and conservation of the historic cellar, which became inaccessible following the infilling of the original stair access. The Workhouse Museum Allhallowgate Ripon North Yorkshire HG4 1LE 26/03245/LB Listed Building Consent for the reopening and conservation of the historic cellar, which became inaccessible following the infilling of the original stair access. The Workhouse Museum Allhallowgate Ripon North Yorkshire HG4 1LE		
DCPARISH 26/03448/FUL	Loft conversion with rear dormer extension and new roof light. 3 Ure Bank Terrace Ripon North Yorkshire HG4 1JG 26/03448/FUL Loft conversion with rear dormer extension and new roof light 3 Ure Bank Terrace Ripon North Yorkshire HG4 1JG		
Planning Enforcement			
26/00575/BRPC15	Alleged breach of condition 26 of planning reference HGT18/04687/FULMAJ in respect of path surfacing. Bishops Glade Residential Development Bellman Walk Ripon North Yorkshire		
Parish Council Renotification on Amended Applications			
Decisions on Applications			

Tree Preservation Orders			
DCPARISH 26/03146/TPO	Works to 1 no Horse Chestnut (T1) Crown Lift 5m clearance on garage side and 4m clearance and property side and Lateral Reduction of 1.5m on lower norther-eastern canopy and selective pruning if extended lateral branch to neighbouring property by 1.5m. Crown Lift (4m clearance property side and 3m clearance above footprint) of 1 no Horse Chestnut (T2) within TPO 37/2009 G1. Remove significant deadwood of 1 no Lime (T3) and Crown Lift (3m above ground level above footprint) of 1 no Sycamore (T4) within TPO 18/2009 G2. 1 Dawson Grange North Street Ripon North Yorkshire HG4 1JZ 26/03146/TPO Works to 1 no Horse Chestnut (T1) Crown Lift 5m clearance on garage side and 4m clearance and property side and Lateral Reduction of 1.5m on lower norther-eastern canopy and selective pruning if extended lateral branch to neighbouring property by 1.5m. Crown Lift (4m clearance property side and 3m clearance above footprint) of 1 no Horse Chestnut (T2) within TPO 37/2009 G1. Remove significant deadwood of 1 no Lime (T3) and Crown Lift (3m above ground level above footprint) of 1 no Sycamore (T4) within TPO 18/2009 G2. 1 Dawson Grange North Street Ripon North Yorkshire HG4 1JZ		

Appeals			
25/00040/REFTPO 25/01524/TPO	Felling of (T1) Sycamore. Tree Under Order 44/2022. 1 Wellington Gardens Ripon North Yorkshire HG4 1DL The appeal is against the Council's refusal of Tree Preservation Order consent.		