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

Date: **13th July 2026**
Time: **6:00pm**
Location: **Town Hall, Market Place South, Ripon, HG4 1DD**

Present:
Cllr A Williams (Mayor)
Cllr S Flatley
Cllr P McHardy
Cllr T Duncan
Cllr Hardisty
Cllr P Horton
Cllr G Camplejohn
Cllr S Hunt
Cllr S Hawke

In Attendance
Dean John Dobson
Chief Officer
Deputy Chief Officer
1 Public

MINUTES

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

	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**
137/26	**i. To receive apologies;** *Apologies were received from Cllrs Brodigan, Crozier and Martin-Long* **ii. To approve reasons for absence.** *Reasons for absence were approved*
138/26	**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.** *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 in respect of item 149/26. Also as a member of the combined authority scrutiny committee*

	in respect of item 146/26 as public transport matters will transfer to the combined authority from next April. *Cllr Horton registered a non prejudicial interest in item144/26.*
139/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item. ***No Public Present***
140/26	**To consider and approve the Minutes of the Meeting held:** 29th June 2026 (PAGES 1-6 IN COUNCILLORS PACK) as a true and accurate record of proceedings held. ***To note that Cllr Hawke was present at 29th June meeting but missed from the attendance on the minutes, otherwise APPROVED and the Mayor will sign the amended copy***
141/26	**Financial Matters** 1. To **receive** the Income and Expenditure Report for the period 1st June 2026 to 30th June 2026. (PAGES 7-11) ***RECEIVED*** 2. To **receive** the list of payments for the period 1st June 2026 to 30th June 2026. (PAGES12-13) ***RECEIVED*** 3. To **note** that the bank reconciliations to 30th June 2026 have been signed in accordance with Financial Regulations. ***NOTED***
142/26	**Policies** 1. Performance Appraisal and Exit policies (Interviews and References) (PAGES14-16) ***RESOLVED*** 2. Proposed Flag Flying Policy (PAGES 17-20) ***RESOLVED*** 3. Updated Information Guide (PAGES 21-26) ***RESOLVED***
143/26	**Freedom of City** **To review** and **agree** the design and cost for the honorary freemen of the City regalia (PAGES 27-31) ***Council resolved to defer until September meeting where further designs should be presented.***
144/26	**Small Grants Scheme** **To consider** a small grants application from Dementia Forward (PAGES 32-38) ***RESOLVED***
145/26	**Corporate Identity** **To discuss** procurement and consolidation of the Councils visual assets (MW) (PAGES 39-40) ***RESOLVED***
146/26	**Bus Service Consultation** **To gather** an agreed response to the Bus Service Questionnaire (due 19.07.26) (PAGES 41-43)

	Council resolved for CO to gather in any other responses and respond on Friday 17th July.
147/26	**Cycle Race (05.09.26)** **To agree** to **delegate** responsibility to the Chief Officer in consultation with The Mayor to procure and arrange installation of barriers on Water Skellgate for the Men's Cycle Race along with an advertising banner on the roundabout at the bottom of Bedern Bank. Members are asked to note that grant funding of up to **£500** may be available towards the project, with any shortfall to be met from Parish Council funds. ***It was noted that the BID will make a donation and resolved that an additional £500 will come from RCC.***
148/26	**Ownership of Trees** **To consider** trimming of trees following a visit to a residents property bordering one of our allotment sites and **to delegate** responsibility to the Chief Officer in consultation with the Mayor to arrange remediation where appropriate. ***Council resolved to obtain quotes for the tree trimming, undertake the work and speak with the allotment society to keep it under control going forward, alongside consulting with the allotment society with regard to the buildings on the Kirby Road site***
149/26	**Planning matters:** 1. To consider planning matters as detailed. (SEE AGENDA) ***RESOLVED with no objections*** 2. To receive the planning appendix. (PAGES 44-46) ***RESOLVED with no objections***
150/26	**Internal Auditor** 1. To **note** the engagement of Mulberry Local Authority Services [LAS] Ltd as the internal Auditor for 26-27, 27-28, 28-29, 29-30, 30-91 (5 years) ***NOTED***
151/26	**To receive the following verbal reports:** 1. Reports from North Yorkshire Councillors if appropriate – for information only. • ***The dismantling of the warehouse in Cathedral Carpark is underway*** • ***The Paddling pool will be filled Friday 17th July and RCC will continue to pay for the toilets to be installed*** • ***The Highways Improvement Program has been temporarily suspended due to hot weather as tarmac will not set*** • ***Ripon in Bloom judging is to take place this month, 15.07.26*** 2. Reports from members and/or the Chief Officer on external organisations. ***Nothing to report*** 3. Report from Ripon Together. • ***A presentation was given re the works undertaken at the museums, CO to ask for and circulate the presentation*** • ***Uredale Partnership continues to thrive*** 4. Report from Ripon Bid.

	• ***Richard Compton has stepped down as Chairman and will be replaced by Mark Lancaster*** 5. Mayoral Announcements/Engagements. • ***The Mayor and Hornblower will be at the Great Yorkshire Show on Ripon and Thursday, working to promote Ripon as a visitor destination***
152/26	**Teen Shelter** **To discuss** the provision of a teen shelter ***Council resolved to fund the provision of a teen shelter replacing the current one at Spa Park further to clarification on structure materials and features, to be funded from an Ear Marked Reserve.***

149/26	**Planning matters:** **Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.** *Details of all planning applications listed below can be viewed online prior to the meeting at:* https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area	
	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
	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

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/08/2026)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4000	Advertising				500.00	110.10	389.90	389.90	(77%)
4001	Postage				150.00		150.00	150.00	(100%)
4002	Telephones and Internet				2,500.00	762.85	1,737.15	1,737.15	(69%)
4003	Stationery				750.00	165.69	584.31	584.31	(77%)
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	2,269.24	2,230.76	2,230.76	(49%)
4007	Office Sundries				250.00	12.19	237.81	237.81	(95%)
4010	Legal and Professional Fees				5,000.00		5,000.00	5,000.00	(100%)
4011	Audit and Accountancy				4,000.00	1,365.00	2,635.00	2,635.00	(65%)
4012	Bank Charges				450.00	26.65	423.35	423.35	(94%)
4013	IT Costs				7,500.00	190.52	7,309.48	7,309.48	(97%)
4015	Insurance				10,500.00		10,500.00	10,500.00	(100%)
4017	Communications								(N/A)
4018	Consultancy Fees				5,000.00	181.09	4,818.91	4,818.91	(96%)
4020	Maintenance Contracts								(N/A)
4058	Recruitment Agency Fees								(N/A)
4059	Temporary Salaries								(N/A)
4086	Staff Travelling				500.00	22.50	477.50	477.50	(95%)
4088	Councillor Training				1,100.00	35.00	1,065.00	1,065.00	(96%)
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**	**5,140.83**	**42,859.17**	**42,859.17**	**(89%)**

Alderman T F Spence Grant E

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4156	Water QM				100.00		100.00	100.00	(100%)
4505	Alderman TF Spence Grant Exp				30,000.00	5,316.10	24,683.90	24,683.90	(82%)
4506	Electricity Hut								(N/A)
	SUB TOTAL				**30,100.00**	**5,316.10**	**24,783.90**	**24,783.90**	**(82%)**

Cabmans Shelter

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4600	Cabmen's Shelter Restoration				2,000.00		2,000.00	2,000.00	(100%)
4609	Cabmen's Shelter General Costs					30.00	-30.00	-30.00	(N/A)
	SUB TOTAL				**2,000.00**	**30.00**	**1,970.00**	**1,970.00**	**(98%)**

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/08/2026)

Christmas Lights

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- 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 Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4009	Laundry				500.00		500.00	500.00	(100%)
4150	Mayors Allowance				3,250.00		3,250.00	3,250.00	(100%)
4151	Civic Expenses				500.00	5.35	494.65	494.65	(98%)
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		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	294.88	305.12	305.12	(50%)
4173	Road Closures				5,000.00		5,000.00	5,000.00	(100%)
	SUB TOTAL				**20,405.00**	**300.23**	**20,104.77**	**20,104.77**	**(98%)**

Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4169	August Events		3,655.85	3,655.85	20,000.00	2,335.39	17,664.61	21,320.46	(106%)
4175	Events Cost General		500.00	500.00	6,000.00	6,375.43	-375.43	124.57	(2%)
4178	New Years Eve				20,000.00	1,000.00	19,000.00	19,000.00	(95%)
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					2,625.00	-2,625.00	-2,625.00	(N/A)
4614	RAF Cadet 85th Anniversary								(N/A)
4615	85th Anniversary				3,000.00		3,000.00	3,000.00	(100%)
4702	EMR Events					2,750.00	-2,750.00	-2,750.00	(N/A)
	SUB TOTAL		**4,155.85**	**4,155.85**	**69,000.00**	**15,085.82**	**53,914.18**	**58,070.03**	**(84%)**

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
4200	Small Grants Scheme				15,000.00	1,979.00	13,021.00	13,021.00	(86%)
4202	Partnership Funding				31,000.00		31,000.00	31,000.00	(100%)

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/08/2026)

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position	
4203	Strategic Investment Fund				7,500.00		7,500.00	7,500.00	(100%)
	SUB TOTAL				**53,500.00**	**1,979.00**	**51,521.00**	**51,521.00**	**(96%)**

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	2,392.87	-20,107.13				-20,107.13	(-89%)
4101	Business Rates				5,500.00	804.00	4,696.00	4,696.00	(85%)
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	222.18	1,027.82	1,027.82	(82%)
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	103.43	396.57	396.57	(79%)
4502	Trade Waste				550.00	79.60	470.40	470.40	(85%)
4503	HRH Maintenance Costs				10,000.00	830.25	9,169.75	9,169.75	(91%)
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	239.65	305.35	305.35	(56%)
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					211.84	-211.84	-211.84	(N/A)
	SUB TOTAL	**22,500.00**	**2,392.87**	**-20,107.13**	**42,570.00**	**2,490.95**	**40,079.05**	**19,971.92**	**(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	450.00	-29,550.00				-29,550.00	(-98%)
1196	CIL Income								(N/A)
1199	Miscellaneous Income								(N/A)
4603	VAT Control								(N/A)
4608	1195:4604								(N/A)
	SUB TOTAL	**30,550.00**	**450.00**	**-30,100.00**				**-30,100.00**	**(-98%)**

Land and Buildings

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
4705	Front Facade								(N/A)
	SUB TOTAL								**(N/A)**

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/08/2026)

Market Place

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

Marketing and Promotions

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- 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 Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (-100%)
4050	Salaries				187,443.00	23,119.72	164,323.28	164,323.28 (87%)
4051	Employers NI				23,826.00	3,553.89	20,272.11	20,272.11 (85%)
4052	Employers Pension				32,907.00	5,289.71	27,617.29	27,617.29 (83%)
4054	Employees NI					1,400.12	-1,400.12	-1,400.12 (N/A)
4055	Payroll Processing				730.00	290.00	440.00	440.00 (60%)
4057	Employees Pension					2,757.57	-2,757.57	-2,757.57 (N/A)
4080	Recruitment Costs				500.00		500.00	500.00 (100%)
4085	Staff Training				4,500.00	54.00	4,446.00	4,446.00 (98%)
4606	Employees PAYE					3,847.53	-3,847.53	-3,847.53 (N/A)
4613	Other							(N/A)
4704	4086					0.55	-0.55	-0.55 (N/A)
	SUB TOTAL	**5,000.00**		**-5,000.00**	**249,906.00**	**40,313.09**	**209,592.91**	**204,592.91 (80%)**

Premises

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4008	Cleaning Materials				250.00	8.57	241.43	241.43 (96%)
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	523.78	-23.78	-23.78 (-4%)
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**	**532.35**	**17,217.65**	**17,217.65 (97%)**

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/07/2026 and 31/08/2026)

Strategic Investment

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4611	Telephone Kiosk Refurbishment							(N/A)
4700	CIL Expenditure							(N/A)
	SUB TOTAL							**(N/A)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**58,050.00**	**6,998.72**	**-51,051.28**	**582,306.00**	**71,188.37**	**511,117.63**	**460,066.35**
V.A.T.		9,285.10			3,380.79		
GROSS TOTAL		**16,283.82**			**74,569.16**		

Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
159	Business Rates	01/07/2026	Fin Regs 6.8	Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	402.00		402.00
160	Subscriptions	01/07/2026	Fin Regs 6.8	Commercial Multipay		Subscription	Canva	S	83.32	16.67	99.99
164	Subscriptions	01/07/2026	Fin Regs 6.8	Commercial Multipay		Subscription	Adobe Systems Software I	S	198.96	39.79	238.75
161	Bank Charges	01/07/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Bank Commercial C	Z	3.00		3.00
162	Bank Charges	01/07/2026	Fin Regs 6.8	Commercial Multipay	Void	Bank Charges	Lloyds Bank Commercial C	Z			
163	Bank Charges	01/07/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Bank Commercial C	Z	3.00		3.00
166	Bank Charges	01/07/2026	Fin Regs 6.8	Commercial Multipay	Void	Corporate Card Charge	Lloyds Bank Commercial C	Z			
168	Alderman TF Spence Grant Exp	02/07/2026	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	X	613.60		613.60
169	August Events	03/07/2026	FC 107-26	Unity Trust Bank		Market Place Melodies	The Cherry Tones	X	250.00		250.00
170	Small Grants Scheme	03/07/2026	FC 126-26	Unity Trust Bank		Small Grants	Ripon City Band	X	1,000.00		1,000.00
171	Telephones and Internet	06/07/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	56.50	11.30	67.80
172	Cleaning Materials	08/07/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Sue Rimmer	Z	8.57		8.57
173	Employers NI	13/07/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	1,771.85		1,771.85
173	Employees PAYE	13/07/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	1,885.87		1,885.87
182	Interest Received	13/07/2026	Fin Regs 6.8	Nationwide		Interest received	Nationwide Bank	X			
173	Employees NI	13/07/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	700.06		700.06
174	Alderman TF Spence Grant Exp	13/07/2026	FC 134-26-2	Unity Trust Bank		Demolition notice	Mark Williamson	X	283.20		283.20
177	Consultancy Fees	14/07/2026	Fin Regs 6.8	Unity Trust Bank		Consultancy Fees	Synergy	X	60.36		60.36
178	Small Grants Scheme	14/07/2026	FC 144-26	Unity Trust Bank		Small Grants	Dementia Forward	X	979.00		979.00
175	HRH Maintenance Costs	14/07/2026	Fin Regs 6.8	Unity Trust Bank		Fire Risk Assessment	Craven Consultancy	S	600.00	120.00	720.00
176	Alderman TF Spence Grant Exp	14/07/2026	AFS Charity 07-26 ii	Unity Trust Bank		Conservation Work	Lower Ure Conservation Tr	X	2,497.50		2,497.50
179	August Events	16/07/2026	FC 107-26	Unity Trust Bank		Market Place Melodies	The Cherry Tones	X	250.00		250.00
181	Employers Pension	17/07/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	X	1,698.52		1,698.52
181	Employees Pension	17/07/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	X	890.94		890.94
180	Councillor Training	17/07/2026	Fin Regs 6.8	Unity Trust Bank		Councillor Training	National Association of Loc	S	35.00	7.00	42.00
184	Subscriptions	21/07/2026	FC 101-26 4	Unity Trust Bank		Subscription	Starboard Systems Ltd	S	1,668.00	333.60	2,001.60
183	Alarm Line Security	21/07/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	103.43	20.69	124.12
190	Events Cost General	22/07/2026	Fin Regs 6.8	Unity Trust Bank		Event Licence	North Yorkshire Council	X	258.50		258.50
187	Energy Direct Debit	22/07/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	125.05	6.25	131.30
188	Energy Direct Debit	22/07/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	68.04	3.40	71.44
189	Energy Direct Debit	22/07/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	18.75	0.94	19.69
191	August Events	23/07/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
192	EMR Events	23/07/2026	Events 29-26	Unity Trust Bank		Parade Funding	St Wilfrid's Procession Com	X	2,750.00		2,750.00
195	Advertising	24/07/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Mark Williamson	X	110.10		110.10

Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
197	Telephones and Internet	24/07/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S	137.02	27.40	164.42
193	Stationery	24/07/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	Viking	S	73.67	14.74	88.41
194	Salaries	24/07/2026	Fin Regs 6.8	Unity Trust Bank		Staff Salaries	RCC Staff	X	11,013.66		11,013.66
186	Employers Pension	24/07/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	X	1,698.52		1,698.52
186	Employees Pension	24/07/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	X	890.94		890.94
194	Staff Travelling	24/07/2026	Fin Regs 6.8	Unity Trust Bank		Staff Salaries	RCC Staff	X	16.50		16.50
196	Trade Waste	24/07/2026	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	X	39.80		39.80
198	Salaries	28/07/2026	HR Committee 55-26	Unity Trust Bank		HR Committee 55-26	RCC Staff	X	-250.00		-250.00
200	Staff Training	29/07/2026	Fin Regs 6.8	Unity Trust Bank		Website Training	Colour It In	S	30.00	6.00	36.00
199	Civic Expenses	29/07/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Sally Taylor	X	5.35		5.35
201	Alderman TF Spence Grant Exp	29/07/2026	Fin Regs 6.8	Unity Trust Bank		Water supply cut off - Quarry M	Aquamen	X	450.00		450.00
202	Telephones and Internet	30/07/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Nexus IT Consultancy Ltd	S	37.50	7.50	45.00
224	August Events	30/07/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
204	Telephones and Internet	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Nexus IT Consultancy Ltd	S	428.25	85.65	513.90
205	IT Costs	31/07/2026	FC 119-26	Unity Trust Bank		IT services	Colour It In	S	48.00	9.60	57.60
205	IT Costs	31/07/2026	FC 119-26	Unity Trust Bank		IT services	Colour It In	S	48.00	9.60	57.60
205	IT Costs	31/07/2026	FC 119-26	Unity Trust Bank		IT services	Colour It In	S	-30.00	-6.00	-36.00
207	August Events	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	Z	300.00		300.00
206	HRH Maintenance Costs	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Invoice July-Sept 2026	Aquatrust	S	211.25	42.25	253.50
232	Subscriptions	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	S			
242	Subscriptions	31/07/2026	Fin Regs 6.8	Commercial Multipay		Adobe Licence	Adobe Systems Software Ir	S	198.96	39.79	238.75
240	Bank Charges	31/07/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Corporate Card	X	3.00		3.00
241	Bank Charges	31/07/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Corporate Card	X	3.00		3.00
228	Bank Charges	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Bank Charges	unity trust bank	X	14.65		14.65
232	Bank Charges	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	X			
232	Bank Charges	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	X			
246	Staff Training	31/07/2026	Fin Regs 6.8	Commercial Multipay		Staff Costs	Vital Skills	S	24.00	4.80	28.80
232	Staff Training	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	S			
232	Other Costs	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	S			
245	Other Costs	31/07/2026		Commercial Multipay		Cable Covers	The Workplace Depot	S	73.78	14.76	88.54
232	MO Uniforms & Insignia	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	S			
243	MO Uniforms & Insignia	31/07/2026	Fin Regs 6.8	Commercial Multipay		Hornblower Uniform	Anthec Hat Shopping	S	294.88	58.97	353.85
244	HRH Maintenance Costs	31/07/2026	Fin Regs 6.8	Commercial Multipay		Keys	Timpsons	Z	19.00		19.00
232	HRH Maintenance Costs	31/07/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	X			
211	Events Cost General	03/08/2026	Events 72/26	Unity Trust Bank		Event Assistance	Community TM Ltd	S	3,655.85	731.17	4,387.02

Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
212	HRH Cleaning Supplies	03/08/2026		Unity Trust Bank		HRH supplies	PPS	S	239.65	47.93	287.58
250	Business Rates	03/08/2026	Fin Regs 6.8	Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	402.00		402.00
208	Summer Entertainment	04/08/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	RASCALS ENTERTAINMENT	S	400.00	80.00	480.00
203	August Events	06/08/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
214	Events Cost General	06/08/2026		Unity Trust Bank		Event Traffic Control	Event Traffic Management	S	1,964.08	392.82	2,356.90
215	New Years Eve	06/08/2026	Fin Regs 6.8	Unity Trust Bank		Event Entertainment	Tangerine Events	S	1,000.00	200.00	1,200.00
217	Summer Entertainment	06/08/2026	107/26	Unity Trust Bank		Event Entertainment	Rob Hutchinson Magic	X	100.00		100.00
185	Employers NI	13/08/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	1,782.04		1,782.04
185	Employees NI	13/08/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	700.06		700.06
185	Employees PAYE	13/08/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	X	1,961.66		1,961.66
226	August Events	13/08/2026	fc 107/26	Unity Trust Bank		Market Place Melodies	Freddie Cleary	X	150.00		150.00
227	August Events	13/08/2026	107/26	Unity Trust Bank		Market Place Melodies	Freddie Cleary	X	150.00		150.00
220	August Events	13/08/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
251	Subscriptions	14/08/2026		Unity Trust Bank		Subscription	North Yorkshire Council	Z	90.00		90.00
216	Summer Entertainment	14/08/2026	107/26	Unity Trust Bank		Event Entertainment	RASCALS ENTERTAINMENT	S	500.00	100.00	600.00
219	Summer Entertainment	14/08/2026	107/26	Unity Trust Bank		Event Entertainment	RASCALS ENTERTAINMENT	S			
210	Events Cost General	17/08/2026	Fin Regs 6.8	Unity Trust Bank		Event Catering	The Wakeman's House Caf	X	60.00		60.00
209	Alderman TF Spence Grant Exp	17/08/2026	Fin Regs 6.8	Unity Trust Bank	inv 68	Quarry Moor Wardening	Robert Adams	X	613.60		613.60
230	Staff Travelling	17/08/2026	Fin Regs 6.8	Unity Trust Bank		Expenses	Allison Clark	X	6.00		6.00
229	Alderman TF Spence Grant Exp	17/08/2026	TFSpence 71/26	Unity Trust Bank		Quarry Moor Maintenance	Northern Powergrid	S	858.20	171.64	1,029.84
252	Audit and Accountancy	18/08/2026		Unity Trust Bank		Annual Governance	PKF Littlejohn LLP	S	1,365.00	273.00	1,638.00
233	Consultancy Fees	18/08/2026	Fin Regs 6.8	Unity Trust Bank		Consultancy Fees	Synergy	X	120.73		120.73
253	Cabmen's Shelter General Cost	19/08/2026	Fin Regs 6.8	Unity Trust Bank		Cabmen's Shelter Maintenance	Green Clean	X	30.00		30.00
258	Other Costs	20/08/2026	148/26	Unity Trust Bank		Hedge Removal	Morgans Estates	Z	450.00		450.00
235	August Events	20/08/2026		Unity Trust Bank		Event Entertainment	Sax Janet	X			
236	August Events	20/08/2026		Unity Trust Bank		Event Assistance	Vinyl Banners Printing	X	95.39		95.39
221	August Events	20/08/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
218	Summer Entertainment	21/08/2026	fc 107/26	Unity Trust Bank		Event Entertainment	RASCALS ENTERTAINMENT	S	1,625.00	325.00	1,950.00
225	Telephones and Internet	24/08/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S	103.58	20.72	124.30
255	Telephones and Internet	24/08/2026		Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S			
249	IT Costs	24/08/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Virgin Media Business	Z	124.52		124.52
238	Employers Pension	24/08/2026	Fin Regs 6.8	Unity Trust Bank		Salary payment	North Yorkshire Pension Fu	X	1,892.67		1,892.67
247	Payroll Processing	24/08/2026	Fin Regs 6.8	Unity Trust Bank		Salary payment	Yorkshire Accountants Ripo	S	290.00	58.00	348.00
238	Employees Pension	24/08/2026	Fin Regs 6.8	Unity Trust Bank		Salary payment	North Yorkshire Pension Fu	X	975.69		975.69
248	Events Cost General	24/08/2026		Unity Trust Bank		Event Barriers	SAB SUPPLY	S	120.00	24.00	144.00

Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
237	Salaries	25/08/2026	Fin Regs 6.8	Unity Trust Bank	Aug 26	Staff Salaries	RCC Staff	X	12,356.06		12,356.06
257	Events Cost General	25/08/2026	Fin Regs 6.8	Unity Trust Bank		Artwork for Tour of Britain	Colour It In	S	317.00	63.40	380.40
256	Trade Waste	25/08/2026		Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	39.80		39.80
237	4086	25/08/2026	Fin Regs 6.8	Unity Trust Bank	Aug 26	Staff Salaries	RCC Staff	X	0.55		0.55
260	Office Sundries	27/08/2026	Fin Regs 6.8	Unity Trust Bank		Office Sundries	Sainsbury's	Z	12.19		12.19
222	August Events	27/08/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
213	Stationery	28/08/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	Viking	S	92.02	18.41	110.43
234	Subscriptions	28/08/2026		Unity Trust Bank		Subscription	AHGTC Treasurer	X	30.00		30.00
254	Water	28/08/2026		Unity Trust Bank		Water Services	Business Stream	Z	222.18		222.18
							Total		**71,188.37**	**3,380.79**	**74,569.16**

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Ripon City Council - NY0467**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

• summarises the accounting records for the year ended 31 March 2026; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Information has come to our attention from the internal auditor highlighting the fact that the Notice of Conclusion of Audit and External Audit Report and Certificate were not published on the authority's website by the dates specified in the Accounts and Audit Regulations 2015.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF LITTLEJOHN LLP Date 14/08/2026

Member Briefing: Transfer of HSBC Balances to Unity Trust Bank

Purpose: To seek approval to move two HSBC balances to higher-interest Unity instant access savings accounts, and to close the HSBC accounts once the transfers have been completed and checked.

1. Current position

Ripon City Council holds £11,519.22 in an HSBC account and £38,046.25 is held at HSBC for the Alderman T F Spence Charity. Both accounts currently receive 1.28% gross / 1.28% AER. Both are simply cash accounts and do not reflect earmarked reserve positions for either organisation, both of which are substantially higher. They are merely cash amounts held in-spread, rather than consolidation; the proposed actions will resolve this.

2. Proposed action

The RCC balance would be transferred to the Council's Unity Instant Access Savings Account. The Charity balance would be transferred to a separate Unity Instant Access Savings Account clearly designated for the Alderman T F Spence Charity. Once the transfers have cleared and been reconciled, both HSBC accounts would be closed.

3. Financial impact

Unity's current published standard Instant Access Savings rate is 1.95% gross / 1.96% AER. The rate is variable and should be confirmed for both relevant accounts immediately before transfer. On the present balances, the indicative gross annual return is:

Account and balance	HSBC at 1.28%	Unity at 1.95%	Indicative uplift
RCC - £11,519.22	£147.45	£224.62	**£77.18**
Alderman T F Spence - £38,046.25	£486.99	£741.90	**£254.91**

Across the combined balance of £49,565.47, indicative annual interest would rise from about £634.44 to £966.53 - an increase of about £332.09, or 52%. Closing both HSBC accounts may also avoid future account charges; any such saving is additional and is not included in these figures.

4. Alderman T F Spence Charity

The transfer changes only where a designation of cash is held in an unused HSBC account. The £38,046.25 remains Charity money, stays earmarked for Charity purposes, remains available on instant access and will be separately identified and reconciled. It will not be placed in an RCC account or made available for Council use. The Charity's separate current-account arrangements or total earmarked reserves held across this and other accounts are unaffected. Holding the savings instead on Unity also supports the current intention to operate a Unity current account for the Charity from the new financial year.

5. Investment policy

The Council's Investment Policy requires funds to be managed with regard to security, liquidity and yield, and to seek the optimum return once security and liquidity have been addressed. Moving from 1.28% to the higher published Unity rate improves the return while retaining instant access. Full Council approval is required for the investment decision.

6. Recommendation

Council is asked to:

1. **Approve** the transfer of £11,519.22 from the RCC HSBC account to the Council's Unity Instant Access Savings Account.
2. **Approve, acting as sole corporate trustee,** the transfer of £38,046.25 from the HSBC account holding Alderman T F Spence Charity funds to a separate Unity Instant Access Savings Account designated for the Charity.
3. **Authorise the Chief Officer/RFO** to complete and reconcile both transfers, and then close the two HSBC accounts.

RIPON CITY COUNCIL

Reserves Policy

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

Introduction

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

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

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

• Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

• Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

• Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

• Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

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

Earmarked Reserves

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

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

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

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

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

General Reserves

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

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

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

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

Current level of financial reserves

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

RIPON CITY COUNCIL

Investment Policy and Strategy

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

Ripon City Council Investment Policy & Strategy 2026-2027

1. Introduction & Scope

1.1 This Investment Policy & Strategy has been devised in line with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003. An investment strategy is required for all investments expected to exceed £100,000 at any time during the financial year.

1.2 This investment policy and strategy applies to all investment activities undertaken by the Council.

1.3 Ripon City Council acknowledges its duty to act prudently when investing all funds held by the Council.

2. Investment Objectives & Principles

2.1 The Council aims to invest its surplus reserves in order to maintain the value of these funds in real terms, to support future service delivery.

2.2 The Council is required to consider investments in line with the following principles:

a) Security – protection of the investment sum from loss of value and to minimise risk;

b) Liquidity – how quickly the invested funds can be encashed if required;

c) Yield – once principles a) and b) have been determined, the Council can reasonably consider suitable investments to maximise the Council's income.

The Council should consider the appropriate balance between security, liquidity and yield in relation to risk when making any investment decisions and in order to achieve the optimum return on investment.

2.3 All investments shall be made in the name of the Council and be deposited in sterling.

2.4 The decision to invest funds must be taken at a Full Council meeting.

2.5 The choice of institution and length of the deposit shall be decided by Full Council, subject to the investment type defined in sections 3 and 4 and advice from the Chief Officer as Responsible Financial Officer or appointed financial advisor. The Council will aim to only invest in institutions with a high credit quality and low credit risk based on information from credit agencies[1], aiming for those with an 'A' rating. The institution's credit rating will be reviewed on a regular basis and at any time that further funds are to be invested.

2.6 The Council will consider spreading its investments across financial institutions to minimise risk and to protect its funds.

2.7 Should the Council appoint an investment manager or financial advisor, this appointment shall be reviewed every five years. Advisors will be made aware of this policy as well as the regulatory and statutory framework applicable to Councils.

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[1] A credit ratings agency is defined in the Statutory Guidance as one of the following three companies: Standard and Poor's, Moody's Investors Service Ltd and Fitch Ratings Ltd.

2.8 The Council will encourage the financial advisor to consider social, ethical and environmental factors when looking at the various investment options.

2.9 All investments will be with financial institutions, banks and building societies registered in the UK.

2.10 The Investment Policy & Strategy will be published on the Council's website.

2.11 The Council does not currently plan on investing in non-financial assets.

3.Short Term Specified Investments

3.1 Short term specified investments are defined as those offering high security and high liquidity, made in sterling and with a maturity of no more than 12 months. Short term investments made with the UK Government or to a local authority or Town/Parish Council will automatically be defined as a specified investment.

3.2 For the prudent management of the Council's treasury balances and in order to maintain adequate levels of security and liquidity the Council may choose to invest short term funds with:

- Banks, building societies, local authorities or other public authorities who are all based in the UK;
- Other approved public sector investment funds.

4.Long Term Non-Specified Investments

4.1 Non-specified investments are defined as any investments that do not meet the criteria of short term specified investments detailed in section 3. In general, non-specified investments have greater risk potential and include investment in money markets, stocks and shares.

4.2 Funds may be invested for periods of more than 12 months. In specifying the length of the investment, the Council's anticipated expenditure requirement over the proposed investment period will be assessed to ensure sufficient funds remain available.

4.3 The Council may place investments not required for current expenditure with long term non-specified investments with a maturity period of up to 5 years, at which point the investment objectives should be fully reviewed to determine whether the investment should continue.

4.4 The Council will determine the upper limits for the maximum amounts that can be held individually or accumulatively in non-specified investments and will confirm annually that the investments have remained within these limits.

4.5 The Council will seek the advice of an independent financial advisor prior to making any long term investments, as part of the risk management process.

5.Risk Management & Monitoring

5.1 A risk assessment is to be maintained for each investment, as recorded in the Council's Financial Risk Assessment document. The assessment should include details of the market appraisals appropriate to the investment type, investment monitoring reports and how the Council will monitor the quality of advice provided by the financial advisor.

5.2 Investment performance reports will be provided by the investment institutions and reported to Full Council in November to allow current / new investments to be reviewed as part of the budgeting process.

5.3 The Council will monitor the risk of loss on investments by reviewing credit ratings for the investment institutions at least annually. This will be achieved by asking the institutions to confirm their current credit rating.

5.4 The Council will arrange for its members and officers to undertake appropriate training to enable robust monitoring and decision making in regard of its investments and require that clear, understandable monitoring reports are issued as part of the risk management process.

5.5 The Chief Officer, as Responsible Financial Officer, shall be the contact for the financial advisor and any appointed counterparties and is authorised to deal with administrative matters and give instructions on behalf of the Council as necessary to protect the Council's investments.

5.6 The Council's investments will be recorded on the Asset Register at their purchase price, noting the notional value each year until the investment is encashed.

6. End of Year Investment Report & Governance

6.1 At the end of the financial year, the Chief Officer will supply an annual report for each investment to Full Council.

6.2 The Chief Officer is responsible for bringing to the Council's attention any matters which may affect the security of the Council's investments. The Full Council is responsible for agreeing any course of action required to safeguard its investments.

7. Review Process

7.1 The Annual Investment Strategy must be reviewed annually by Full Council.

7.2 Any amendments required to the Investment Strategy must be approved by Full Council prior to implementation. Amendments can be proposed at any time during the year, as required.

8. Investment Strategy 2026/27

The ear marked reserves are deposited in the Unity Trust Bank fixed rate investment (FT12) at an fixed interest rate of 3.50% term ending 21/01/2027. An early closure of the account attracts a reduced rate of interest for the period; a minimum balance of £85,000 must be maintained otherwise the account will be closed and an alternative account will be required.

All remaining funds are deposited in the Unity Trust Bank instant access savings account listed at 1.95% at the time the resolution was made to allow for month end transfers to meet expenses during the financial year.

The regular bank accounts are operated as follows:

Ripon City Council

Unity Trust Bank Current Account - working balance of £80,000 which is topped up at month end on bank reconciliation.

HSBC Current Account CURRENTLY DORMANT with a small balance

Alderman T F Spence Charity (Ripon City Council as sole corporate trustee)

Unity Trust Bank Current Account– to be used from start of new financial year.

161/26	**Planning matters:** **Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.** *Details of all planning applications listed below can be viewed online prior to the meeting at:* https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area	
	26/05124/PCBSR - 10-10A	Prior notification for the proposed conversion of the first and second floors to a residential apartment. 10-10A North Street Ripon North Yorkshire HG4 1JY https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK2K5VLTLVO00
	26/04648/FUL	Replacement of balcony door/window unit on the first floor. Canal Wharf Bondgate Green Ripon North Yorkshire HG4 1AQ https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJCMXCLTL6Q00
	26/05155/TPO	Crown Reduction by 2 metres of 1 no. Hornbeam tree (T1) of Tree Preservation Order 19/2024. Flat 13 Hambleton Court Crescent Parade Ripon North Yorkshire HG4 2JD
	26/04552/TPO	Crown Lift (to 5.1 meters) 1 no Sycamore (T2) Crown Lift (to 4.1 meters) and dead wood 1 no Sycamore and 3 no Beech (T3-T6) within Tree Preservation order 28/1996. Squirrel Lodge Little Studley Road Ripon North Yorkshire HG4 1HD

FULL COUNCIL | PUBLIC OFFICER PAPER

Ripon Town Hall Project – Phase Two:

Future Use, Feasibility and Public Engagement

Meeting: Full Council
Meeting date: 7 September 2026
Report author: Deputy Chief Officer
Status: Decision paper - Phase Two commencement and enabling approvals

Purpose and decisions: This paper supports Full Council's consideration of agenda item 165/26 .4 on 7 September 2026. It sets out the case to procure professional support for feasibility, independent options appraisal and targeted community engagement; authorise early draw-down of £15,000 from North Yorkshire Council's £55,000 feasibility allocation ahead of lease completion; and note the intended progression through RIBA Stages 0-1, with such preliminary Stage 2 concept, test-fit and indicative costing work as may be appropriate throughout Q4 26/27. These approvals will begin an open evidence-building process. The officer-produced possibilities are illustrative, non-exhaustive and not recommendations; all potentially viable uses remain open for public consultation and independent feasibility work before a future Full Council decision and subsequent mix of large funding bids.

Executive summary

Council can begin Phase Two whilst the Phase One Façade works move into Delivery. The three enabling decisions will authorise the professional commission and initial £15,000 funding, and establish the intended RIBA scope.

Phase Two will build the evidence. Public engagement and professional testing will turn a broad field of possibilities into a small number of credible, comparable options. This paper gives Members a starting point for conversations with constituents as consultation begins.

Each developed option will be tested consistently. Demand, alternative uses, conservation constraints, operating models, architect test-fits and quantity surveyor (QS) indicative costs will be considered together.

The Council will receive decision-ready choices. The objective of this phase is a small number of professionally tested, publicly consulted and, where practicable, indicatively costed options for Full Council consideration, equivalent to RIBA 1-2.

1. Context and purpose

1.1 Two connected phases

Phase One is the immediate conservation programme, principally the Town Hall facade works and their associated approvals (Listed Building Consent), procurement, funding and delivery. Phase Two is the wider project addressed by this paper: establishing a sustainable, publicly supported long-term role for the building. Coordinating the two phases will allow essential conservation and long-term planning to support one another.

Phase Two should take account of the proposed lease and transfer arrangements -ongoing-, the listed fabric, existing civic functions and users, and the wider Double Devolution and Community Asset Transfer context. It should remain open to civic, community, heritage, commercial, partnership and mixed-use possibilities, including combinations not presently identified.

1.2 The strategic question

Core question: How can Ripon Town Hall conserve and renew its historic civic purpose while becoming a useful, welcoming, inclusive and financially sustainable building for contemporary Ripon? What is the function of a city-centre, prominent town hall in the twenty-first century – and beyond?

2. Full Council decisions sought on 7 September 2026

The paper accompanies agenda item 4, Ripon Town Hall - Phase Two (main project): Feasibility, Options and Public Engagement. The Council's three enabling decisions are:

Agenda decision	Purpose and effect
I. Professional support	Approve procurement of appropriate professional support for feasibility studies and an independent options appraisal, including targeted community engagement, architectural, QS and other specialist input as required. To a budget of £15,000.
II. Initial funding	Linked to the above, approve early draw-down of £15,000 from the £55,000 feasibility funding earmarked by North Yorkshire Council, ahead of lease completion, to begin the Phase Two work. The balance will transfer at lease completion.
III. Project progression	Note that the work is intended to cover RIBA Stages 0-1, plus such preliminary Stage 2 concept, test-fit and indicative costing work as may be appropriate to develop and compare options, informing a future Full Council decision.

What these decisions enable: Council authority to begin Phase Two ahead of lease completion, appoint the required expertise, engage residents and stakeholders, and develop comparable evidence for a future Full Council decision. Selection of a preferred future use and any substantive capital scheme will follow that work.

3. Principles for Phase Two

Open remit. Begin with a broad long-list embracing all potentially viable uses and combinations.

Public consultation shapes the work. Residents, businesses, young people, community groups and other stakeholders will help identify needs, develop propositions and test trade-offs.

Historic building first. Understand significance and sensitivity so uses are fitted intelligently to the building and opportunities/capacity for change of the fabric are identified alongside constraints.

Comparable evidence. Apply consistent assumptions and criteria to every developed option, including the base case.

Operational realism. Make staffing, governance, income, expenditure, maintenance and retained Council risk visible.

A clear democratic gateway. The appraisal and consultation evidence will return to a future Full Council to decide the preferred direction.

4. Illustrative possibilities for engagement and testing

The five strategic possibilities below are illustrative, non-exhaustive starting points for engagement and testing. They give Members and the public something tangible to explore. Consultation and professional advice can refine, combine, replace or add to them as the evidence develops.

Illustrative Option A - Modern civic forum and public platform

Proposition. The Town Hall could renew its historic assembly role as a flexible, 21st-century place for civic life. The phrase 'Where Ripon Meets' captures the potential of this illustrative concept as a shared civic place within the wider Phase Two appraisal.

Illustrative elements. A modern civic forum could support council business, public forums and events; a bookable Civic Studio could provide podcasting, audio, video and livestream facilities; an ideas engine could combine in-person contributions with transparent, human-reviewed AI-supported civic listening; business connectivity could be strengthened through a Civic Exchange; and 'Where Ripon Meets Its Future' could include youth assemblies, a Future Ripon Lab, employer encounters and youth-led programming. Living heritage and informal third-space use could run throughout.

Evidence to test. Repeat demand for each component; acoustic and technical requirements; public understanding of the combined offer; heritage and access impacts; staffing and programming capacity; pricing and affordability; data protection and governance for civic-listening tools; and realistic capital and revenue implications.

Illustrative Option B - Heritage and visitor destination

Proposition. The building could place Ripon's civic history, architecture and traditions at the centre of a more recognisable heritage and visitor offer, while retaining appropriate civic and hire functions.

Illustrative elements. Possible elements include permanent and changing interpretation, tours, visible conservation, civic collections and archives, oral-history and digital access, schools activity, talks and events, and links with the city's wider visitor economy. Principal rooms might retain ceremonial and public functions, with venue hire contributing income where compatible.

Evidence to test. Distinctiveness from other local heritage offers; audience size and repeat visitation; collection and environmental requirements; partner roles; the balance between free public access and earned income; staffing and programming; conservation impact; funding fit; and the likely ongoing subsidy compared with other options.

Illustrative Option C - Civic enterprise and community exchange

Proposition. The Town Hall could adopt a stronger business, workspace and income-generating role while retaining a clear civic and public identity.

Illustrative elements. Illustrative uses include flexible workspace, meeting and training rooms, business networks and advice, creative or media services, conferences, weddings and events, a welcoming informal meeting area, and bookable facilities for community organisations. Business connectivity could be supported through regular exchange events and partnerships rather than a conventional office-only model.

Evidence to test. Local market capacity, price points and utilisation; displacement of existing providers; compatibility between commercial, civic and community uses; access and servicing; staffing and sales capacity; heritage impact; affordability for community users; net operating contribution; and whether the public character of the Town Hall would remain clear.

Illustrative Option D - Partnership or anchor-occupier model

Proposition. Part of the building could be occupied, operated or programmed with one or more public, educational, cultural, charitable or community partners, alongside retained civic functions.

Illustrative elements. A credible anchor could bring staff, regular activity, specialist expertise and predictable income. The model might include shared public areas, co-produced programmes, a service agreement or lease, and a defined civic zone. It could be combined with heritage, enterprise or community uses, but no partner or type of partner is assumed at this stage.

Evidence to test. Evidence of genuine partner appetite; fit with public and civic purposes; governance and decision rights; tenure and procurement implications; financial covenant and long-term resilience; public access; operational compatibility; dependence on a single organisation; conservation requirements; and arrangements if a partner later withdraws.

Illustrative Option E - Do-minimum / base-case comparator

Proposition. The appraisal should include a base case that retains broadly existing civic, office and occasional-hire uses, undertakes necessary works and makes only modest operational changes.

Illustrative elements. The base case could include essential conservation and compliance works, accessibility and fire-safety measures, improved energy and building performance where practicable, basic digital and booking improvements, and clearer management of existing uses. It should describe the true cost and service level of retaining the building without a wider transformation.

Evidence to test. Backlog and lifecycle maintenance; statutory and access requirements; energy performance; under-use and opportunity costs; realistic hire and income levels; staffing; compatibility with transfer obligations; and the risk of future unplanned expenditure. This comparator is included because it is standard appraisal practice, not because officers advocate it; it should not be assumed to be low-cost or low-risk.

Other possibilities

The appraisal must be capable of considering other potentially viable propositions emerging through public consultation, stakeholder conversations, demand evidence or professional advice. These might include education and skills, cultural production, public services, health and wellbeing, hospitality, stronger commercial occupation, meanwhile uses, mixed tenure or phased combinations. A transparent screening record should show how ideas were assessed and why they were retained, combined or set aside.

5. Public and stakeholder engagement

Consultation should be an iterative, evidence-informed conversation. It should begin broadly by listening to needs and ideas, develop understandable propositions with participants, and then test choices and trade-offs using information from the feasibility work.

Stage	Purpose	Illustrative activity and output
Discover	Understand values, barriers, unmet needs and new ideas before narrowing the field.	Open sessions; accessible online and paper routes; targeted interviews; business and community workshops; schools and youth activity; existing-user and non-user evidence; an initial engagement findings note and broad long-list.
Co-develop	Turn promising directions into understandable propositions and expose assumptions.	Themed workshops; partner conversations; use-case testing; early spatial material; operating-model discussion; feedback from conservation and access interests; revised option briefs.
Test	Compare developed options and trade-offs using shared evidence.	Public exhibitions and online material; targeted demand and willingness-to-use/pay questions; facilitated discussion; recorded concerns, minority views and changes; option refinement.
Report back	Show who participated, what was heard and how it changed the work.	Consultation report; equality and reach review; response log; explanation of retained, combined or rejected ideas; evidence presented with the option appraisal.

Who should be heard

Engagement should reach residents across Ripon; current users and non-users; businesses and professional networks; community and voluntary organisations; heritage, culture and tourism bodies; schools, colleges and young people; disabled people and access groups; event and venue users; visitors; potential partners and commercial hirers; neighbouring organisations; public-sector partners; and people who do not currently enter the Town Hall. Participation, geographic and demographic reach, and evidence of how consultation affected the work should be recorded.

6. Phase Two evidence-building work

The professional commission should manage the following workstreams as one integrated evidence programme, turning broad ideas into a small number of credible, comparable choices.

Workstream	Question to answer	Expected evidence/output
Demand testing	Who would use each proposed facility, how often, at what times, with what requirements and at what price?	User and non-user research; stakeholder interviews; comparator and competitor evidence; tested utilisation, booking and price assumptions.
Alternative-use testing	What realistic futures and combinations should be assessed beyond the officer examples?	Broad long-list; transparent screening method; reasons for rejection or combination; a small developed shortlist including the base case.
Conservation constraints	What can the listed building accommodate, and where is intervention most or least sensitive?	Significance and sensitivity review; constraints and opportunities plan; access, fire, servicing, acoustic and environmental considerations; survey gaps.
Business and operational models	Who runs, staffs and programmes the building, and how are costs, income, subsidy and risk managed?	Direct, trust/CIC/charity, partner/anchor and hybrid models; outline income and expenditure; staffing, governance, maintenance and risk assumptions.
Architect test-fits	How could each shortlisted proposition work physically on a consistent, comparative basis?	Proportionate plans and diagrams; capacity, adjacencies, circulation, access, servicing and phasing; fatal constraints and design dependencies.
QS indicative costs	What is the order-of-cost difference between options on a common, transparent basis?	Indicative capital cost ranges; fees, surveys, contingency, inflation, risk and exclusions; basis of estimate; lifecycle implications where material.

Common output standard: Each shortlisted option should be presented on a consistent basis, showing public and stakeholder evidence, demand, conservation implications, an architect test-fit, capital cost where practicable, operating and governance assumptions, revenue implications, benefits, risks, dependencies and delivery considerations.

7. Funding and RIBA boundary

7.1 Feasibility funding

North Yorkshire Council has agreed £55,000 in total for Ripon Town Hall feasibility work. The 7 September agenda item seeks early draw-down of an initial £15,000 tranche ahead of lease completion so that Phase Two can begin. The precise scope and sequence will depend on quotations, procurement, available information and North Yorkshire Council's requirements.

Use of the initial £15,000: The tranche is intended to fund RIBA Stage 0-1 activity plus such preliminary Stage 2 concept, test-fit and indicative costing work as can reasonably be achieved. The precise endpoint will be confirmed through procurement and governed by the evidence needed for fair comparison and the funding available. Any later development of a selected scheme would require further authority.

7.2 Application of the early RIBA stages

RIBA position	Application to Phase Two	Boundary
Stage 0 - Strategic Definition	Clarify outcomes, need, strategic case, opportunities, constraints, delivery context and the broad long-list.	Core evidence-building activity.
Stage 1 - Preparation and Briefing	Assemble evidence, consultation, surveys and requirements; define option briefs, budget, programme, roles and risks.	Core activity, proportionate to scope and funding.
Preliminary Stage 2 - Concept Design / test-fit	Prepare enough spatial and concept material to test fit, capacity, conservation impact and indicative cost across options.	Comparative material across options, limited to the scope needed for appraisal.
Stage 3 and beyond	Spatial coordination, technical design, construction and use.	Reserved for later decisions on preferred direction and funding.

8. Indicative programme into the new Council term

The programme below is indicative. It should be confirmed through procurement and may need to respond to lease timing, building access, survey information, adviser availability, consultation quality and the release of funding. Evidence quality and usefulness to the future decision will guide the programme.

Indicative timing	Principal activity	Intended output
7 September 2026	Full Council considers the Phase Two remit, procurement of professional support and early draw-down of £15,000.	Authority to begin the evidence-building phase under an open brief.
September-October 2026	Confirm scope, quotations, procurement, governance, available information and engagement plan.	Appointment or procurement route; inception brief; evidence-gap and survey plan.
Autumn-Winter 2026	Discovery consultation, stakeholder interviews, baseline demand research, alternative-use testing and early conservation review.	Consultation themes, broad long-list and transparent screening approach.
January-March 2027	Develop a small number of materially different options, including the base case; undertake operating-model work and proportionate architect/QS testing.	Comparable option briefs, test-fits, risks, operating implications and indicative cost information where practicable.
Spring 2027	Public and stakeholder testing of developed options and trade-offs; refine the evidence and appraisal.	Consultation report, option refinements, reach review and draft independent appraisal.

Indicative timing	Principal activity	Intended output
New Council term, from May 2027	Complete quality assurance and report the developed options, consultation findings and feasibility evidence to Full Council on a date determined by Council.	A future Council decision on the preferred direction and subsequent design, funding and delivery strategy.

9. Intended handover to the future Council

The objective is for the new Council term to inherit a number of options that are materially more than concepts. The Full Council will determine the preferred direction after considering a decision pack that, subject to scope, evidence and available funding, should include:

consultation evidence showing who participated, what was heard and how the options changed;

demand and alternative-use evidence including the case for the shortlist and the base-case comparator;

conservation and technical evidence including constraints, opportunities and proportionate architect test-fits;

business and operational evidence including governance, staffing, income, expenditure, subsidy and risk assumptions;

indicative capital costs where practicable with a transparent basis, exclusions, contingency and uncertainty; and

a consistent independent appraisal setting out benefits, risks, trade-offs, dependencies and recommended next steps while preserving the future democratic decision.

10. Conclusion

Ripon Town Hall has the potential to remain recognisably civic while becoming more useful, open and sustainable. A modern civic forum, Civic Studio, civic-listening ideas engine, stronger business connectivity, as well as Heritage-led, enterprise-led, partnership-led and do-minimum approaches are equally legitimate illustrative directions and may reveal different strengths, risks or combinations.

The decisions on 7 September will establish a broad, independent and publicly accountable Phase Two process, begin the work using the initial tranche of the earmarked feasibility funding, and equip councillors for conversations with constituents. Public consultation and professional feasibility evidence will shape the shortlist presented for a future Full Council decision.

Proposed position: Approve the professional commissions and early £15,000 draw-down, note the intended RIBA 0-1 and preliminary Stage 2 scope, and begin the evidence and engagement process leading to a future Full Council decision in 2027.

Please see attached the Ripon and Holly sign.

The cost is £2500 ex vat

Thanks

Katy

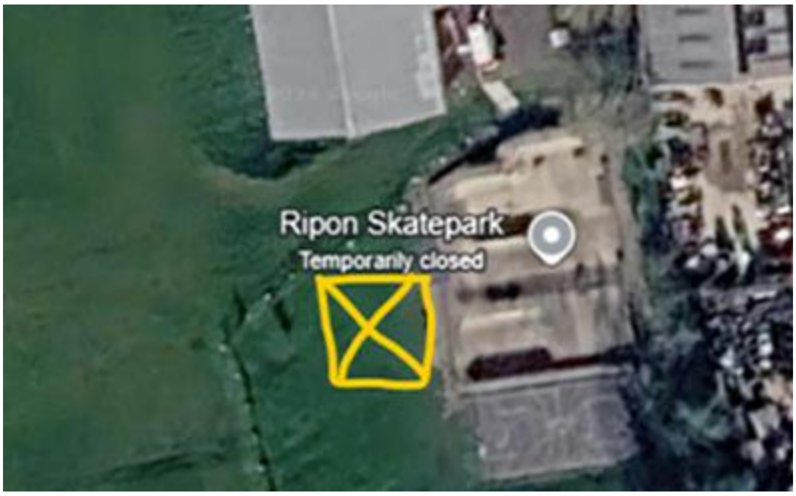
[redacted]

[redacted]

[redacted]

Outdoor Fitness area

Following an onsite meeting, we have established that there is wheelchair access although it is from the far side of the leisure centre there are dropped kerbs and should not pose a problem to wheelchair users.



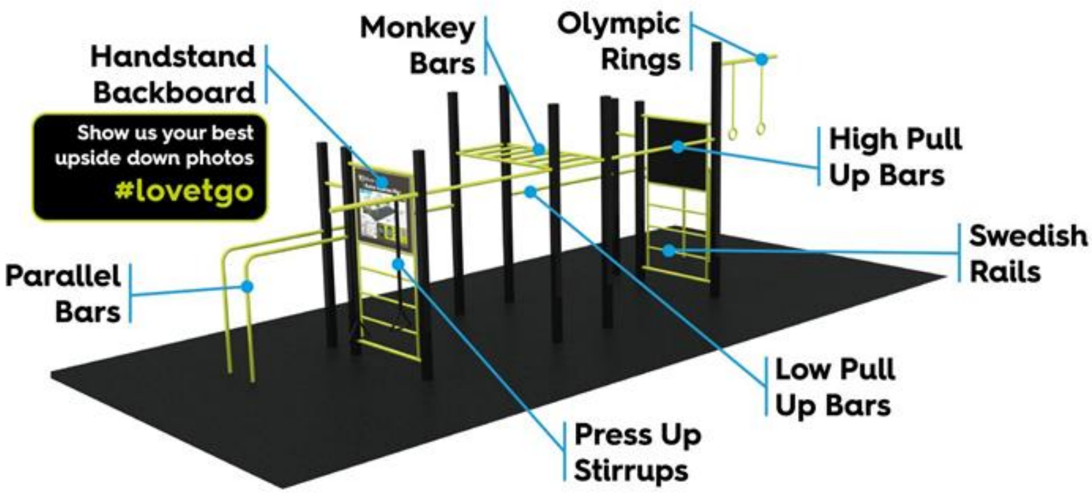
The site is quite narrow and not perfectly level so a bit of soil moving might be required, depending on what type of equipment is decided on following public consultation. This will be feasible within the now larger budget.

Options

1 – Traditional Outdoor equipment (individual items) EXAMPLE ONLY

Quite a few of their items use body weight for resistance and the suppliers have confirmed that other items such as the pedal cycle do not have any built-in resistance this makes them less useful for building muscle, but they still provide benefits in aiding movement and cardiovascular exercise if used with vigour. Other equipment at this price range is likely to be similar in this respect.

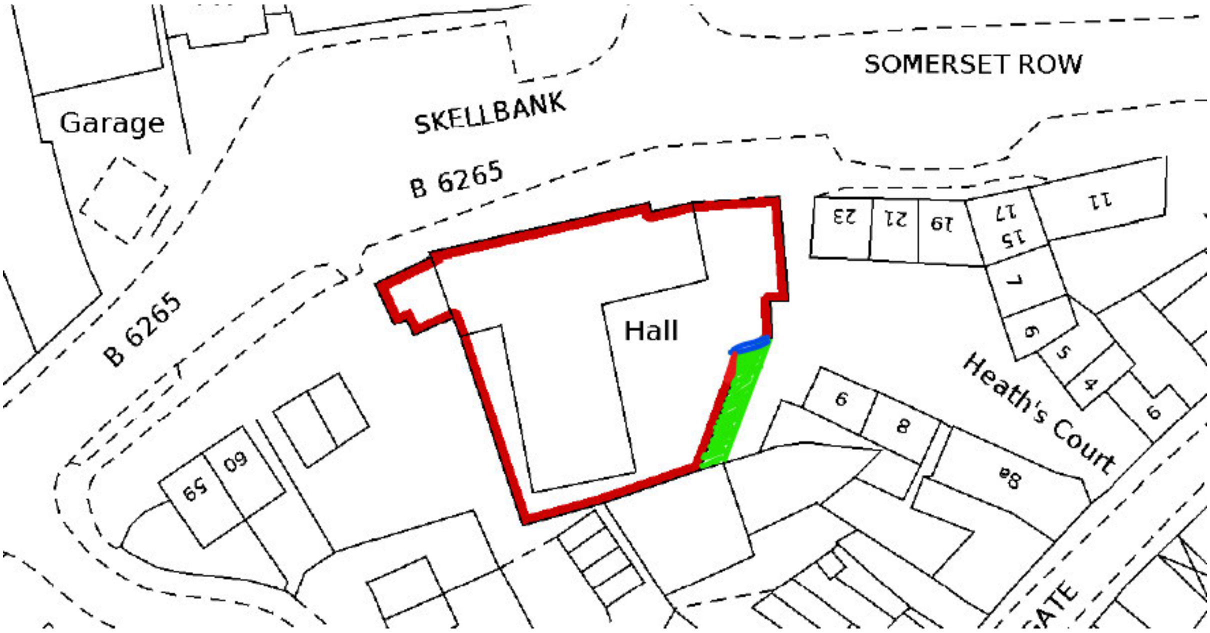
2 - Fitness Rig / Calisthenics Unit – EXAMPLE ONLY



Notes: We can mix the two. For both options wet pour or grass mats will need to be used.

Next steps: A consultation will have to take place then a specification will be prepared for supply and installation of whichever option is chosen and some suitable companies will be selected to submit proposals based on those requirements for the available budget.

Hugh Ripley Hall Boundary



RED – This is the official land registry boundary

BLUE – This area is NOT fenced off, a wall runs down the side, there is a gap indicated in blue and then our fence continues in red to the back of Lowley's shed.

GREEN – This area is full of brambles.

Note: We have not engaged with the neighbours in any way in order to find out who owns this piece which is on a slope.

Options: 1. Fence off the area in blue to make our boundary clear – indicative cost circa £350. 2. Investigate the ownership of land with a view to claiming it once we have the freehold of HRH – cost, time and benefit implication unknown.

Terms of Reference
Climate, Food and Community Cohesion Working Group

1. Purpose

The Climate, Food and Community Cohesion Working Group is a time limited working group, established for an initial period of 6 months, to support the Council in promoting environmental sustainability, strengthening local food resilience, and enhancing community cohesion within the parish.

The Group will act in an advisory capacity, developing proposals, engaging stakeholders, and making recommendations to Ripon City Council for consideration and approval.

Objectives

The Working Group shall:

Climate
- Support the Ripon City Council in reducing carbon emissions and promoting climate resilience.
- Identify opportunities for energy efficiency, biodiversity enhancement, sustainable transport, and waste reduction.
- Promote awareness and community participation in climate action initiatives.
- Monitor relevant climate policies and local funding opportunities.

Food
- Encourage local food production, access, and sustainability.
- Support community growing projects and food-sharing initiatives.
- Promote healthy, affordable, and environmentally sustainable food choices.
- Develop partnerships with local producers, schools, community groups, and food support organisations.

Community Cohesion
- Foster inclusion, participation, and support across all sections of the community.
- Encourage activities that bring together residents of different ages, backgrounds, and interests.
- Support initiatives that strengthen wellbeing, and social connectedness.

3. Scope of Activities

The Working Group will:

- Map existing local activity across climate, food support, and community initiatives;
- Identify opportunities for improved coordination, communication, and signposting;
- Consider low-cost or externally funded initiatives that may benefit Ripon residents;
- Report back to Full Council with practical, proportionate recommendations.
- Ensure that any recommendations brought forward:

  -Are costed and identify funding sources where possible;

  - Do not place additional burdens on council staff

  - Complement, rather than duplicate, the work of existing organisations

4. Membership

Membership shall comprise:

- 4 Parish Councillors
- 4 members from community organisations
- 1 officer from North Yorkshire Council

(other representatives from local organisations may be invited to participate as appropriate).

5. Meetings & Reporting

The Group will :

- meet monthly in person
- Circulate agendas and supporting papers in advance
- Record Minutes and submit to the next appropriate Parish Council meeting.
- Report regularly to the Parish Council.
- Provide a final summary of activities, achievements, and future priorities.
- Submit recommendations for consideration and approval by the Council.

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.	CATHEDRAL CONCERT SOCIETY TRADING AS RIPON CONCERTS
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.	TREASURER
Address of Organisation: Please include your postcode.	[redacted]
Telephone Number:	[redacted]
E-mail Address:	[redacted]

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

Is your organisation based in Ripon?	Yes		No	

How is your organisation best described? Please tick one only.	
A registered charity.	✓
A voluntary sector organisation.	
A social enterprise.	
A Community Interest Company.	
Other, please state:	
How many trustees / members of your organisation's management committee are there?	5
How many volunteers does your organisation benefit from?	15

How many other members does your organisation have?	42
How many paid staff does your organisation employ? Please give a full time equivalent.	0
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?	[redacted]
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	We are a chamber music society putting on 6 concerts a year. We need to have 2 seasons funds in the bank to pay for the costs of the 26-27 season + the booked performers for the following year

Section 3 – Project Details

Project Title:	Musical Taster Session
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	The project is to introduce around 200 children to a variety of wind, brass + stringed instruments. This will be achieved by 3 music teachers demonstrating the instruments + then enabling all the children to have a go themselves. At the end of the session the children will have the opportunity "to be conducted" in an "orchestra" to get a feel of making music together. It will take place in the Ripon primary schools. Holy Trinity + the Cathedral School are already booked
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	Primary school of Ripon as an extracurricular activity
How many people do you expect to benefit from this project? Please give an estimate of numbers.	Around 200 children

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?	CHILDREN WITH ADDITIONAL SKILLS BECOME MORE SOCIABLE + HAVE A SENSE OF COMMUNITY. PLAYING MUSIC IS A GREAT EXAMPLE OF THIS - IT GIVES CHILDREN A SENSE OF PLACE + BELONGING		
What evidence do you have to show that there is a need for your project in Ripon?	RIPON YMCA IDENTIFIED LIMITED PROVISION OF YOUTH FOCUSSED + YOUTH SPECIFIC ACTIVITIES IN RIPON. TEACHERS HAVE TOLD US THEIR PUPILS DO NOT KNOW ABOUT DIFFERENT MUSICAL INSTRUMENTS.		
Project Start Date:	OCT 2026	*Project End Date:* (If Applicable)	MARCH 2027

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	£
3 TEACHERS AT £100 FOR EACH SESSION	1200
REEDS FOR THE WIND INSTRUMENTS	360
Total Cost of Project Figure to match total funding, below.	1560

How will your project be funded?

Name of Funder	*Funding Confirmed* Yes / No	£
Ripon City Council – Small Grants Scheme Not to exceed £1,000		560 —
Organisation's Financial Contribution (if any).		
NYCC INSPIRE	YES	1 000 —
	Total Funding Figure to match total costs, above.	1560 —

If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:	RIPON CONCERTS IS COMMITTED TO ONGOING OUTREACH TO SCHOOLS + YOUNG PEOPLE IN THE CITY OF RIPON

How do you intend to continue to fund the project if there will be ongoing running costs?	IF THE PROJECT PROVES SUCCESSFUL WE WILL BE SEEKING FUNDING AGAIN
Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.	VOLUNTEER HOURS 56 NYCC INSPIRE £1000 NYCC MUSIC DEPARTMENT WILL PROVIDE INSTRUMENTS

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?

THERE IS MUCH EVIDENCE OF THE VALUE OF MUSIC FOR CHILDREN IN ACCELERATING
BRAIN + LANGUAGE ACQUISITION, IMPROVING FINE MOTOR SKILLS + SUPPORTING A
CHILDS EMOTIONAL WELLBEING. IN ADDITION, GROUP MUSICAL ACTIVITIES IMPROVE
CHILDRENS SOCIAL SKILLS + GIVE THEM A SENSE OF COMMUNITY, IN OUR CASE RIPON
DISCUSSION WITH ~~LOCAL~~ TEACHERS REVEALED THAT CHILDREN HAVE LITTLE MUSIC
TAUGHT IN SCHOOLS NOWADAYS, HAVE LITTLE KNOWLEDGE OF MUSICAL INSTRUMENTS
+ THEY FEEL THIS IS DETRIMENTAL TO THE CHILDREN. PERIPATETIC TEACHING
IN SCHOOLS IS LESS EXPENSIVE THAN PRIVATE LESSONS. WE DID OUR FIRST TASTER
SESSION LAST YEAR IN THE RIPON SUMMER FUN FEST. 10% OF CHILDREN SUBSEQUENTLY
TOOK UP AN INSTRUMENT. FOR CHILDREN, MUSIC PRACTICE CAN HELP DEVELOP MEMORY,
CONCENTRATION, READING SKILLS, MATHEMATICAL THINKING, DISCIPLINE + ATTENTION
+ PROBLEM SOLVING

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?	NO
Details of lease / rental agreements if your project involves a building or premises?	N/A
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 [redacted]	
Printed [redacted]	
Date: 28/8/26	

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

SECTION 6

① 3 QUOTATIONS: WE HAVE 3 TEACHERS FOR 4 SESSIONS + EACH WILL BE PAID £100 TO COVER THE WHOLE SESSION

② ANY CONSENTS: SESSIONS WILL TAKE PLACE IN THE PRIMARY SCHOOLS WITH THE SUPPORT OF THE HEAD TEACHER

③ DOCUMENTS EVIDENCING NEED: YMCA PROJECT ON YOUNG PEOPLE & THEIR NEEDS IN RIPON

: ORAL DISCUSSION WITH LOCAL TEACHERS

Officer-generated AI images of the designs provided by Janet and John Penny Presses.