



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

Date: 7th September 2026

Time: 6:00pm

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

Present:

Cllr A Williams (Mayor)

Cllr S Flatley

Cllr S Hunt

Cllr T Duncan

Cllr Hardisty

Cllr P Horton

Cllr J Martin-Long

Cllr J Crozier

Cllr S Hawke

In Attendance

Canon Michael Gisbourne

Chief Officer

Deputy Chief Officer

10 Public

1 Press

MINUTES

**Prior to the commencement of the formal meeting prayers will be
said by The Mayors 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 down the stairs and out of the building to the Market Place, please DO NOT USE THE LIFT
153/26	1. To receive apologies <i>Apologies were received from Cllrs Brodigan, Camplejohn and McHardy</i> 2. To approve reasons for absence <i>Reasons for absence were approved for Cllrs Camplejohn and McHardy</i> <i>Reason for absence was not approved for Cllr Brodigan</i>
154/26	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.</i>

155/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item. <i>A member of the public spoke to justify item 172/26.</i> <i>A member of the public spoke in support of item 169/26.</i> <i>A member of the public spoke in support of item 171/26.</i>
156/26	To consider and approve the Minutes of the Meeting held: Monday 13th July 2026 (PAGES 5-9 of <i>councillors agenda pack</i>) as a true and accurate record of proceedings held. RESOLVED
157/26	Financial Matters 1. To receive the Income and Expenditure Report for the period 1st July 2026 to 31st August 2026. (PAGES 10-14) RECEIVED 2. To receive the list of payments for the period 1st June 2026 to 31st August 2026. (PAGES 15-18) RECEIVED 3. To note that the bank reconciliations to 31st July 2026 have been signed in accordance with Financial Regulations. NOTED 4. To consider and appoint a back up for Signing Bank Reconciliations, currently assigned to only one councillor. Cllr Hunt was nominated and appointed as the secondary signatory for bank reconciliation - RESOLVED
158/26	AGAR (Annual Governance and Accounting Review) 1. To receive the Final External Auditor Report and Certificate for 2025/26 which has successfully concluded for the last financial year (PAGE 19) RECEIVED 2. To review limits on FR 5.6 - Tender amount for contracts over £5k. In light of the amount of work taking place on behalf of the council this low threshold is creating further work on tenders rather than achieving the same end through a robust RFQ process. From our Internal Auditor in his interim and final reports "<i>I recommend that the authorisation levels are reviewed and the same figure included in each document for clarity</i>" The Council RESOLVED to increase the level at which Officers need to go out to tender to £15k and that the financial regulations are updated accordingly.
159/26	HSBC 1. To approve movement of Ripon City Council Funds from HSBC current account (now dormant) to Unity Bank Instant access (to accrue interest) (PAGES 20-21) - RESOLVED 2. To consider and approve opening of an investment account with Unity Trust on behalf of Alderman TF Spence and moving the amount in HSBC to Unity Trust to accrue a better interest rate. - RESOLVED

160/26	Policies 1. To review and agree the Reserves policy (PAGES 22-24) RESOLVED 2. To review and agree the Investment Policy (PAGES 25-29) RESOLVED
161/26	Former RAF Linton on Ouse To consider HM Government proposals to house asylum seekers at the former base and to agree any representations that the council may wish to make. The council RESOLVED to write to the home secretary supporting the objections of Linton on Ouse Parish Council, North Yorkshire Council and the Mayor of York and North Yorkshire Combined Authority. Noting that Linton on Ouse Parish Council receive the letter sent and urging other local Parish Councils to do the same.
162/26	Planning Matters To consider planning matters as detailed on page 30 of agenda pack NO OBJECTIONS RAISED
163/26	Update from Cttee Chairs. [please note that this item does not allow for the introduction of new matters]: 1. Alderman TF Spence (please note no other Cttee meetings have taken place) Cllr Martin-Long delivered a verbal update outlining that demolition of the hut is due later this month now that water and electricity services are fully disconnected.
164/26	Town Hall, Double Devolution and Community Asset Transfers 1. Double Devolution and Community Asset Transfers To receive a verbal update from the Deputy Chief Officer on the Council's ongoing Double Devolution and Community Asset Transfer programme. - RECEIVED 2. Ripon Town Hall – Phase One: Façade Works To receive a verbal update from the Deputy Chief Officer on Phase One conservation works to the Town Hall façade, including the procurement and appointment of the conservation contractor, Listed Building Consent, programme and anticipated timescales for commencement and completion. - RECEIVED 3. Ripon Town Hall – Phase One: Funding To receive an update on funding for the Phase One façade works, including the Heritage at Risk funding application and associated project costs. - RECEIVED 4. Ripon Town Hall – Phase Two (main project): Feasibility, Options and Public Engagement (PAGES 31-39) To consider the indicative officer-produced options paper as potential starting points for the next phase of the Town Hall project, with no potentially viable future use excluded at this stage; and to consider and approve: I. procuring appropriate professional support to undertake feasibility studies and an independent options appraisal, including targeted

	community engagement works, architectural, quantity surveying and other specialist input as required; - APPROVED II. the early draw-down of £15,000 of the feasibility funding earmarked by North Yorkshire Council, ahead of completion of the Town Hall lease, to fund 4 i, above; and - APPROVED III. To note that the above work is intended to progress the project through RIBA Stages 0–1, together with such preliminary Stage 2 concept, test-fit and indicative costing work as may be appropriate, enabling a future Full Council to consider developed and publicly tested options before determining a preferred direction for the Town Hall. - NOTED
165/26	Vehicle Activated Signage (VAS) To discuss writing to North Yorkshire Council to increase the provision of speed activated warning signs within parish limits above the current limit of two. RESOLVED
166/26	Christmas Lights 1. To consider and approve the cost of potential Christmas Installations (PAGE 40) <i>It was noted that there was a possible funding stream for this installation but this would not be confirmed in time to meet manufacture dates so we need a resolution from Council to move forward and if required fund from the Christmas Lights EMR.</i> RESOLVED
167/26	Outdoor Gym Equipment 1. To receive a verbal update on Funding from the Chief Officer RECIEVED 2. To agree the preferred option for equipment type (PAGES 41-42) Council RESOLVED to a mix of the two equipment types including wheelchair accessible equipment guided by NYC.
168/26	Environment To receive a verbal update from the Deputy Chief Officer on the car in the River Ure <i>It was noted that the car has now been removed from the River Ure under a joint removal between North Yorkshire Council and The Environment Agency.</i>
169/26	Notice of Motion: Yorkshire Water This council calls upon Yorkshire Water to cease the practice of discharging sewage into our local rivers. This council believes that local children when water levels permit should be able to paddle safely in our rivers free from pee and poo. This council invites the Chief Executive to come to a future meeting of this council and explain why Yorkshire Water think this practice is acceptable and outline what measures Yorkshire Water will be implementing to ensure that this practice ceases.

	Proposed by: Cllr Jackie Crozier Seconded by: Cllr Andrew Williams MOTION CARRIED
170/26	Hugh Ripley 1. To consider options for the boundary at Hugh Ripley Hall (PAGE 43) Council RESOLVED to look into the ownership of area adjacent to Hugh Ripley Hall currently covered in brambles. 2. To receive a verbal update from the Deputy Chief Officer on initial energy options for Hugh Ripley Hall and consider the scope of investment: whole-building energy (including heating), solar and battery for current use, or solar and battery for future demand. Council RESOLVED to scope for future demand.
171/26	Notice of motion: Formation of Working Group To approve the establishment of a Climate, Food and Community Cohesion Working Group. (PAGES 44-45) Proposed by: Cllr J. Martin-Long Seconded by: Cllr P. McHardy MOTION <u>NOT</u> CARRIED
172/26	Small Grants Scheme To consider a small grants application from Ripon Concerts (PAGES 46-51) RESOLVED
173/26	Penny Press To approve the designs for the Penny Press machine (PAGE 52) RESOLVED
174/26	To receive the following verbal reports: 1. Reports from North Yorkshire Councillors if appropriate – for information only. – An update was received re Highway maintenance within Ripon. 2. Reports from members and/or the Chief Officer on external organisations.- CiLCA training has started for the Chief Officer. 3. Report from Ripon Together. – an update was given on the summer fun fest which was very positive. A further update is to come on the Historical Atlas following the next meeting. The Green Fair is to be held mid October and 4. Report from Ripon Bid. – New term of Bid started on 1st September following rebalot and Mark Lancaster has replaced Rick Compton as the new chair. The Council RESOLVED to write to Rick Compton to express our thanks for his efforts over the last 5 years. 5. Mayoral Announcements/Engagements. (inc Police engagement) The Mayor outlined the various events that has been attended, gave an update on the Police Engagement, advised that the paddling pool opening will extended until Sunday 27th September and confirmation was made that NYC have made a permanent fix to the Clock in the clock tower. Thanks were made to the council staff for the for the excellent events

	<i>throughout the summer and opening of the Town Hall to the public for the hidden tours.</i> <i>Thanks were given to Cllr Hunt and ladies outside the Council for help with the Mayor's Charity Appeal with the first event being Friday 18th September.</i>
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Cllr A Williams_____

Date_____

Draft

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/09/2026 and 30/09/2026)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept		250,753.00	250,753.00				250,753.00 (N/A)
1100	Allotment Rental Income	550.00		-550.00				-550.00 (-100%)
1163	Christmas Lights Income							(N/A)
1190	Interest Received	30,000.00		-30,000.00				-30,000.00 (-100%)
1196	CIL Income							(N/A)
1199	Miscellaneous Income							(N/A)
4603	VAT Control							(N/A)
SUB TOTAL		30,550.00	250,753.00	220,203.00				220,203.00 (720%)

Administration		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Advertising				500 00		500 00	500 00 (100%)
4001	Postage				150 00	51 88	98 12	98 12 (65%)
4002	Telephones and Internet				2,500 00	103 42	2,396 58	2,396 58 (95%)
4003	Stationery				750 00		750 00	750 00 (100%)
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	3 33	4,496 67	4,496 67 (99%)
4007	Office Sundries				250 00	4 90	245 10	245 10 (98%)
4010	Legal and Professional Fees				5,000 00		5,000 00	5,000 00 (100%)
4011	Audit and Accountancy				4,000 00	87 80	3,912 20	3,912 20 (97%)
4012	Bank Charges				450 00	6 40	443 60	443 60 (98%)
4013	IT Costs				7,500 00	1,255 26	6,244 74	6,244 74 (83%)
4015	Insurance				10,500 00		10,500 00	10,500 00 (100%)
4017	Communications							(N/A)
4018	Consultancy Fees				5,000 00		5,000 00	5,000 00 (100%)
4020	Maintenance Contracts							(N/A)
4058	Recruitment Agency Fees							(N/A)
4059	Temporary Salaries							(N/A)
4086	Staff Travelling				500 00	10 45	489 55	489 55 (97%)
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)
4706	water							(N/A)
SUB TOTAL					48,000.00	1,523.44	46,476.56	46,476.56 (96%)

Personnel		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (-100%)
4050	Salaries				187,443.00	13,883.44	173,559.56	173,559.56 (92%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/09/2026 and 30/09/2026)

4051	Employers NI	23,826.00	1,950.61	21,875.39	21,875.39 (91%)		
4052	Employers Pension	32,907.00	2,070.05	30,836.95	30,836.95 (93%)		
4054	Employees NI				(N/A)		
4055	Payroll Processing	730.00		730.00	730.00 (100%)		
4057	Employees Pension		1,071.04	-1,071.04	-1,071.04 (N/A)		
4080	Recruitment Costs	500.00		500.00	500.00 (100%)		
4085	Staff Training	4,500.00	450.00	4,050.00	4,050.00 (90%)		
4606	Employees PAYE		2,308.67	-2,308.67	-2,308.67 (N/A)		
4613	Other				(N/A)		
SUB TOTAL		5,000.00	-5,000.00	249,906.00	21,733.81	228,172.19	223,172.19 (87%)

Premises

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

Civic

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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		500.00	500.00 (100%)
4152	Mayors Christmas Cards				230.00	150.00	80.00	80.00 (34%)
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	241.50	258.50	258.50 (51%)
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	185.06	414.94	414.94 (69%)
4173	Road Closures				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					20,405.00	576.56	19,828.44	19,828.44 (97%)

Christmas Lights

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4163	Christmas Lights Expenditure				45,000.00		45,000.00	45,000.00 (100%)
4701	EMR Christmas Lights							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/09/2026 and 30/09/2026)

SUB TOTAL				45,000.00	45,000.00	45,000.00 (100%)
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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 Cost					22 55	22 55	-22.55 (N/A)
SUB TOTAL					2,000.00	22.55	1,977.45	1,977.45 (98%)

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)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Small Grants Scheme				15,000.00	560.00	14,440.00	14,440.00 (96%)
4202	Partnership Funding				31,000.00		31,000.00	31,000.00 (100%)
4203	Strategic Investment Fund				7,500.00		7,500.00	7,500.00 (100%)
SUB TOTAL					53,500.00	560.00	52,940.00	52,940.00 (98%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4169	August Events				20,000.00	190.00	19,810.00	19,810.00 (99%)
4175	Events Cost General				6,000.00		6,000.00	6,000.00 (100%)
4178	New Years Eve				20,000.00		20,000.00	20,000.00 (100%)
4179	Christmas Light Switch On				20,000.00		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				3,000.00		3,000.00	3,000.00 (100%)
4702	EMR Events							(N/A)
SUB TOTAL					69,000.00	190.00	68,810.00	68,810.00 (99%)

Marketing and Promotions

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

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/09/2026 and 30/09/2026)

4220 Marketing Expenses		4,000.00	3,000.00	1,000.00	1,000.00 (25%)
SUB TOTAL		4,000.00	3,000.00	1,000.00	1,000.00 (25%)

Hugh Ripley Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	22,500 00	966 43	21,533 57				21,533 57 (-95%)
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	24 42	1,225 58	1,225 58 (98%)
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		500 00	500 00 (100%)
4502	Trade Waste				550 00	178 04	371 96	371 96 (67%)
4503	HRH Maintenance Costs				10,000 00		10,000 00	10,000 00 (100%)
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					252 80	252 80	252 80 (N/A)
SUB TOTAL		22,500.00	966.43	-21,533.57	42,570.00	857.26	41,712.74	20,179.17 (31%)

Alderman T F Spence Grant Exp

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 Exp				30,000.00	3,595.63	26,404.37	26,404.37 (88%)
4506	Electricity Hut					123.60	-123.60	-123.60 (N/A)
SUB TOTAL					30,100.00	3,719.23	26,380.77	26,380.77 (87%)

Market Place

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

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/09/2026 and 30/09/2026)

Land and Buildings

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

Summary

NET TOTAL	58,050.00	251,719.43	193,669.43	582,306.00	32,182.85	550,123.15	743,792.58
V.A.T.					197.82		
GROSS TOTAL		251,719.43			32,380.67		

Ripon City Council
PAYMENTS LIST

30 September 2026 (2026-2027)

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
283	Postage	01/09/2026		Commercial Multipay		postage	Royal Mail	Z	51.88		51.88
281	Subscriptions	01/09/2026	Fin Regs 6.8	Commercial Multipay		Subscription	Ecotalk	S	3.33	0.67	4.00
270	Bank Charges	01/09/2026	Fin Regs 6.8	Unity Trust Bank		Bank Charges	Lloyds Corporate Card	Z			
240	Bank Charges	01/09/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Bank Commercial C.	X	3.00		3.00
241	Bank Charges	01/09/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Bank Commercial C.	X	3.00		3.00
231	IT Costs	01/09/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Colour It In	S	48.00	9.60	57.60
294	IT Costs	01/09/2026		Unity Trust Bank		Telephone and Internet Costs	Nexus IT Consultancy Ltd	S	37.50	7.50	45.00
295	IT Costs	01/09/2026		Unity Trust Bank		Telephone and Internet Costs	Nexus IT Consultancy Ltd	S	421.59	84.32	505.91
279	MO Uniforms & Insignia	01/09/2026	Fin Regs 6.8	Commercial Multipay		Hornblower Uniform	Anthech Hat Shopping	S	149.08	29.82	178.90
280	MO Uniforms & Insignia	01/09/2026	Fin Regs 6.8	Commercial Multipay		Spare Horn	Raven Forge	Z	35.98		35.98
282	Cabmen's Shelter General Cost	01/09/2026		Commercial Multipay		Keys	Timpsons	Z	22.55		22.55
296	Business Rates	01/09/2026	Fin Regs 6.8	Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	402.00		402.00
223	August Events	03/09/2026	Fin Regs 6.8	Unity Trust Bank		facepainting	Lindy Pops	X	190.00		190.00
297	Trade Waste	04/09/2026	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	S	98.44	19.69	118.13
297	Trade Waste	04/09/2026	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	39.80		39.80
259	Electricity Hut	04/09/2026	ATFS 71/26	Unity Trust Bank		Disconnecting Power	Eon Next	S	123.60	24.72	148.32
272	Audit and Accountancy	07/09/2026	Fin Regs 6.8	Unity Trust Bank		Consultancy Fees	Synergy	Z	87.80		87.80
275	Staff Training	07/09/2026		Unity Trust Bank		Consultancy Fees	Celia Price Consultancy	Z	450.00		450.00
273	Mayors Christmas Cards	07/09/2026		Unity Trust Bank		Mayor's Christmas Cards	Hansen Studios	Z	150.00		150.00
276	Marketing Expenses	07/09/2026	fc 107/26	Unity Trust Bank		Event Entertainment	Lucinda Taylor Harpist	Z	100.00		100.00
274	Marketing Expenses	07/09/2026	fc 107/26	Unity Trust Bank		Event Entertainment	Lily Worths Singing	Z	300.00		300.00
271	Marketing Expenses	07/09/2026		Unity Trust Bank		Event Entertainment	The Jelly Roll Jazz Band	Z	2,200.00		2,200.00
277	Alderman TF Spence Grant Exp	07/09/2026	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.13		613.13
287	Battle of Britain	08/09/2026	Fin Regs 6.8	Unity Trust Bank		Poppy	Little Bird Made Ltd.	Z	-27.00		-27.00
269	Marketing Expenses	08/09/2026		Unity Trust Bank		Market Place Melodies	Sax Janet	Z	250.00		250.00
288	Small Grants Scheme	09/09/2026	172/26	Unity Trust Bank		Grant Contribution	Ripon Concerts	Z	560.00		560.00
239	Salaries	11/09/2026		Unity Trust Bank		HMRC Deductions	HMRC	X	739.48		739.48
239	Employers NI	11/09/2026		Unity Trust Bank		HMRC Deductions	HMRC	X	1,950.61		1,950.61
239	Employees PAYE	11/09/2026		Unity Trust Bank		HMRC Deductions	HMRC	X	2,308.67		2,308.67
293	Battle of Britain	14/09/2026	Fin Regs 6.8	Unity Trust Bank		Event Catering	The Wakeman's House Caf	Z	268.50		268.50
264	Office Sundries	15/09/2026	Fin Regs 6.8	Unity Trust Bank		Office Sundries	Susi Jenkins	Z	4.90		4.90
301	IT Costs	22/09/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	X	124.04		124.04
299	Alderman TF Spence Grant Exp	22/09/2026	Fin Regs 6.8	Unity Trust Bank		Hi Visibility Safety Vests	WTWS	S	107.50	21.50	129.00
303	Telephones and Internet	24/09/2026		Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	Z	103.42		103.42

Ripon City Council
PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
300	IT Costs	24/09/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Apollo Cloud Solutions Limi	Z	124.30		124.30
291	Trade Waste	24/09/2026		Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	39.80		39.80
302	Water	24/09/2026	Fin Regs 6.8	Unity Trust Bank		Water Services	Business Stream	X	24.42		24.42
308	Salaries	25/09/2026	Fin Regs 6.8	Unity Trust Bank		Salary payment	RCC Staff	Z	13,143.96		13,143.96
309	Employers Pension	25/09/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fl	X	2,070.05		2,070.05
309	Employees Pension	25/09/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fl	X	1,071.04		1,071.04
308	Staff Travelling	25/09/2026	Fin Regs 6.8	Unity Trust Bank		Salary payment	RCC Staff	Z	10.45		10.45
305	Marketing Expenses	28/09/2026	fc 107/26	Unity Trust Bank		Market Place Melodies	Freddie Cleary	Z	150.00		150.00
304	Energy Direct Debit	28/09/2026		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	Z	20.62		20.62
304	Energy Direct Debit	28/09/2026		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	Z	96.54		96.54
304	Energy Direct Debit	28/09/2026		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	Z	135.64		135.64
311	Alderman TF Spence Grant Exp	29/09/2026	QM 65/26	Unity Trust Bank		Conservation Work	Lower Ure Conservation Tr	X	2,875.00		2,875.00
312	Bank Charges	30/09/2026		Unity Trust Bank		Bank Charges	unity trust bank	Z	0.40		0.40
313	IT Costs	30/09/2026		Unity Trust Bank		Building IT	Nexus IT Consultancy Ltd	Z	499.83		499.83
Total									32,182.85	197.82	32,380.67

Ripon City Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
EMR Capital Reserve	55,000.00				55,000.00
EMR Cabmen's Shelter Repair I	25,000.00				25,000.00
EMR Legal Fees	25,000.00				25,000.00
Total Capital	105,000.00				105,000.00
Earmarked					
EMR Royal Reserve	50,000.00				50,000.00
EMR Civic Expenses	10,000.00				10,000.00
EMR Uniforms	10,000.00				10,000.00
EMR Premises/Rent	5,000.00				5,000.00
EMR Hugh Ripley Hall	95,000.00				95,000.00
EMR Events	25,000.00		5,050.00 ^{1.} _{2.}		19,950.00
EMR Strategic Investment Fund	150,000.00				150,000.00
EMR Alderman T F Spence Cap	100,000.00				100,000.00
EMR Furniture/Premises Renew	50,000.00				50,000.00
EMR Partnership Funding	8,000.00				8,000.00
EMR Ripon City Bus Service	108,000.00				108,000.00
EMR Christmas Lights	40,000.00		12,480.00 ^{3.}		27,520.00
EMR Staffing	30,000.00				30,000.00
EMR Elections	30,000.00				30,000.00
CIL Reserve		10,638.75		2,152.32	12,791.07
Total Earmarked	711,000.00	10,638.75	17,530.00	2,152.32	706,261.07
TOTAL RESERVE	816,000.00	10,638.75	17,530.00	2,152.32	811,261.07
GENERAL FUND					303,413.33
TOTAL FUNDS					1,114,674.40

1. £2750 - St. Wilfrids Procession
2. £2300 - Bunting
3. Market Place tree lights

Mrs Sally Taylor
Ripon City Council
Market Place
Ripon
HG4 1DD

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

22 January 2026 to 21 July 2026

Account Name: Ripon City Council

Sort Code: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Summary**

Start balance	Paid out	Paid in	End balance
£0.00	£0.00	£680,000.00	£680,000.00

The credit interest rate is 3.50% AER as of your statement date.



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Accessibility

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*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.

**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Fixed Term account [REDACTED]

Date	Type	Details	Paid Out £	Paid In £	Balance £
21/01/2026		Balance brought forward	£0.00	£0.00	£0.00
21/01/2026	Transfer	Transfer from [REDACTED]	£0.00	£680,000.00	£680,000.00

Mrs Sally Taylor
Ripon City Council
Market Place
Ripon
HG4 1DD

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: Ripon City Council

Sort Code: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Summary**

Start balance	Paid out	Paid in	End balance
£409,484.89	£58,170.54	£0.00	£351,314.35



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Instant Access account [REDACTED]

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£409,484.89
26/08/2026	Transfer	Transfer to [REDACTED]	£58,170.54	£0.00	£351,314.35



RIPON CITY COUNCIL

Training Policy

Adopted by Full Council 8 th October 2018 To be reviewed 5 th October 2026	
Last updated	8 th October 2018
Date of Review	5 th October 2026

TRAINING POLICY – STATEMENT OF INTENT

Introduction

Training and development for staff and Councillors is highly valued at Ripon City Council. The Council is committed to providing opportunities for all staff and Councillors to further develop the necessary skills and competencies to move the Council forward in its aspirations and for Councillors' own personal development.

Commitment

Ripon City Council is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities. The Council will ensure that training is available to meet the particular demands of their job and has a performance review process to ensure training and development needs are identified and incorporated into a personal development plan. The Council will utilise a blended learning approach, combining structured external courses, peer-to-peer mentoring, and secure digital e-learning platforms. Information Governance, Data Protection (GDPR), and Cybersecurity training are deemed essential operational demands and will be updated annually for all personnel with access to Council systems. The impact of staff training attended will be measured via the performance review process. Feedback will be received from Councillors to evaluate any training attended.

Ripon City Council:

- recognises the need to provide appropriate training, development and learning opportunities for staff and Councillors
- will select resources to provide training and development to maximise the potential of its Councillors and staff
- recognises that continued investment and commitment to training and development are essential for the provision of quality services
- requires all Councillors and staff to actively participate in identifying their training and development needs to enable the appropriate investment of resources
- recognises its responsibility to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation.
- requires all Councillors and staff to undergo mandatory, recurring training on Equality, Diversity, and Inclusion, with specific emphasis on the Council's proactive statutory duty under the Employment Rights Act 2025 to maintain a workplace free from sexual harassment, bullying, and third-party discrimination
- stipulates that all newly elected or co-opted Councillors must complete a formal Council Induction Programme—including training on the Code of Conduct, Local Government Finance, and Information Governance—within six (6) months of taking office

Resources

The Council provides an annual budget for staff and Councillor training and development. In particular, the Council takes into account the following factors:-

- the identified training and development needs of staff and Councillors, based on a needs assessment
- training and development needs that are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.

The training budget will be reviewed annually to ensure all training needs are met.



RIPON CITY COUNCIL

Privacy Notice for Staff, Councillors and Role Holders

Current Status	Draft – To be adopted (New Format)
Last updated	September 2026
By	Chief Officer
Date of Review	September 2027

Privacy Notice for Staff, Councillors and Role Holders

1. Introduction

Ripon City Council ("the Council") is committed to protecting the privacy and security of personal information relating to its staff, councillors, volunteers, contractors, applicants and other individuals who undertake roles on behalf of the Council.

This Privacy Notice explains how the Council collects, uses, stores and protects personal information and the rights individuals have in relation to their personal data.

The Council is a Data Controller for the personal information it processes.

The Council will comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data-protection legislation.

2. Who this notice applies to

This notice applies to:

- current and former employees;
- job applicants;
- parish councillors;
- volunteers;
- contractors and consultants;
- temporary and agency workers;
- committee members and other role holders;
- individuals undertaking work or functions on behalf of the Council; and
- where appropriate, former councillors and former role holders.

3. What personal information we may collect

Depending upon your relationship with the Council, we may collect and process information such as:

- name, title and contact details;
- postal address;
- telephone number;

- email address;
- date of birth where necessary;
- employment and role information;
- bank and payment details where required;
- records relating to remuneration, expenses and allowances;
- qualifications and professional information;
- correspondence with or about you;
- photographs, video or audio recordings where applicable;
- information relating to Council meetings and activities;
- information required for equality, safeguarding, health and safety or legal purposes; and
- other information necessary for the proper administration of the Council.

The Council will only collect information that is relevant and necessary for a legitimate Council purpose.

4. How we use personal information

The Council may use personal information to:

- administer your role or employment;
- communicate with you about Council business;
- arrange meetings and distribute agendas, minutes and other documents;
- administer payments, expenses and allowances;
- maintain appropriate employment and personnel records;
- comply with legal and regulatory obligations;
- manage Council facilities, equipment and systems;
- deal with complaints, enquiries and correspondence;
- investigate incidents or concerns;
- comply with freedom of information and transparency requirements;
- meet audit and accounting requirements;
- protect the security of Council systems and information;

- undertake safeguarding and health and safety activities where applicable; and
- carry out other lawful functions of the Parish Council.

5. Lawful basis for processing

The Council will identify and document an appropriate lawful basis before processing personal information.

Depending on the circumstances, this may include:

- Legal obligation – where the Council is required by law to process information;
- Public task – where processing is necessary for the Council to perform its public functions;
- Contract – where processing is necessary to enter into or perform a contract;
- Legitimate interests – where appropriate and where those interests are not overridden by an individual's rights;
- Consent – where consent is the appropriate lawful basis; or
- another lawful basis permitted by data-protection legislation.

Consent will not normally be relied upon where the Council has another more appropriate lawful basis.

6. Special category and criminal offence information

The Council may occasionally need to process more sensitive information, including special category personal data.

Where this occurs, the Council will ensure that an appropriate additional condition for processing is identified under data-protection legislation.

Information relating to criminal convictions and offences will only be processed where permitted by law and where appropriate safeguards are in place.

7. Sharing personal information

The Council will only share personal information where there is a lawful reason to do so.

Information may be shared with, where appropriate:

- local authorities and other public bodies;
- government departments and agencies;

- auditors and accountants;
- professional advisers;
- payroll or HR providers;
- IT and software providers;
- insurers;
- legal advisers;
- contractors providing services to the Council;
- regulatory or law-enforcement bodies; and
- other organisations where disclosure is required or permitted by law.

Where another organisation processes personal information on behalf of the Council, the Council will ensure appropriate contractual and data-protection arrangements are in place.

8. Councillors and access to personal information

Councillors may receive personal information as part of carrying out their legitimate Council duties.

Councillors must:

- only access information they are authorised to access;
- only use information for legitimate Council purposes;
- keep personal information confidential where required;
- not disclose information to unauthorised persons;
- take reasonable steps to protect information held on paper or electronically;
- use Council-approved systems where provided;
- report suspected loss, unauthorised access or disclosure promptly; and
- comply with the Council's Data Protection, Information Security and related policies.

Being a councillor does not, by itself, give an individual unrestricted access to Council records or personal information.

9. Staff responsibilities

All staff and other role holders who handle personal information on behalf of the Council are expected to:

- follow Council data-protection and information-security procedures;
- keep personal information secure;
- maintain confidentiality;
- only access information required for their role;
- avoid unnecessary copying or retention of personal information;
- report suspected data breaches promptly; and
- undertake any data-protection training required by the Council.

Failure to follow the Council's requirements may result in appropriate action in accordance with the relevant employment, contractual or Council procedures.

10. Security

The Council will take appropriate technical and organisational measures to protect personal information against:

- unauthorised or unlawful processing;
- accidental loss;
- destruction;
- damage;
- unauthorised disclosure; and
- unauthorised access.

Paper records will be stored securely and electronic records will be protected using appropriate access controls, passwords and other security measures.

Council information should not normally be stored on personal devices or personal email accounts unless specifically authorised and appropriate security measures are in place.

11. Email and electronic communications

Council business involving personal information should be conducted using Council-approved email accounts and systems wherever reasonably possible.

Care must be taken when sending personal information by email, particularly where information is sensitive or confidential.

Where appropriate, recipients should be checked carefully and information should be encrypted or otherwise protected.

12. Data breaches

A personal-data breach may include the loss, theft, accidental disclosure, unauthorised access or accidental destruction of personal information.

Any suspected or actual data breach must be reported to the Chief Officer (the Council's designated Data Protection Lead) as soon as possible and will be entered onto the data breach register.

The Council will assess the incident and, where required, notify the Information Commissioner's Office (ICO) and affected individuals in accordance with legal requirements.

13. Retention of personal information

The Council will not keep personal information for longer than is necessary.

Information will be retained in accordance with the Council's Records Retention and Disposal Policy and any applicable statutory or regulatory requirements.

When information is no longer required, it will be securely deleted, destroyed or otherwise disposed of.

14. Individual rights

Subject to legal exemptions and applicable conditions, individuals have rights under data-protection legislation, including the right to:

- be informed about how their personal data is used;
- request access to their personal information;
- request correction of inaccurate information;

- request deletion in certain circumstances;
- request restriction of processing in certain circumstances;
- object to certain processing; and
- request data portability in circumstances where that right applies.

Some rights are subject to exemptions or limitations, particularly where the Council is required by law to retain or process information.

15. Subject Access Requests

Individuals who wish to request a copy of the personal information held about them should contact:

Mrs Sally Taylor

chief.officer@riponcity.gov.uk

Ripon City Council

Town Hall

Ripon HG4 1DD

The Council will deal with requests in accordance with its Subject Access Request procedure (as laid out in the data protection policy 2026) and applicable data-protection legislation.

16. Confidentiality

Staff, councillors and other role holders must respect the confidentiality of personal information obtained through their Council role.

Information should not be disclosed to family members, friends, members of the public, political groups, community organisations or other third parties unless there is a lawful basis and appropriate authority to do so.

Confidential information must continue to be treated appropriately after an individual ceases to be a councillor, employee or other Council role holder.

17. Transparency and publication

The Council is subject to transparency and freedom-of-information obligations.

Some information concerning councillors, staff and Council activities may therefore be required to be published or disclosed.

The Council will seek to balance these obligations with its responsibilities under data-protection legislation and will not publish personal information unnecessarily.

18. Complaints

Anyone who has concerns about the Council's handling of their personal information should first contact:

Mrs Sally Taylor

chief.officer@riponcity.gov.uk

01765 604097

Individuals also have the right to complain to the Information Commissioner's Office (ICO) if they believe their personal information has not been handled lawfully.

19. Responsibility for data protection

The Council has appointed:

Data Protection Lead: *Mrs Sally Taylor. Chief Officer*

Contact: chief.officer@riponcity.gov.uk / 01765 604097

The Council will provide appropriate guidance and training to staff, councillors and other role holders who handle personal information.

20. Review

This Privacy Notice will be reviewed regularly and whenever there is a significant change to data-protection legislation, Council procedures or the way personal information is processed.



RIPON CITY COUNCIL
APPENDIX October 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			
26/04550/FUL	35 Ure Bank Top Ripon North Yorkshire HG4 1JD Erection of a two-storey rear infill extension https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ8MMILTKZN00		
26/05234/LB	27 Kirkgate Ripon North Yorkshire HG4 1PB Replacement Extraction system including removal of part of the window (Retrospective) https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TKA76OLTM0L00		
26/05313/FUL	Burnham House 12 Park Street Ripon North Yorkshire HG4 2BY Replacement in Timber of non- original and dilapidated windows and doors to an earlier garage to library conversion, to match more closely to the Georgian / Regency windows in the rest of the house https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TKDWWKILTM6300		

26/04984/FUL	Summer Lea 33 Whitcliffe Lane Ripon North Yorkshire HG4 2JN Retrospective Application for a Detached Double Garage for Storage of Classic Vehicles https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJWJRQLTLNG00			
Planning Enforcement				
Parish Council Renotification on Amended Applications				
Decisions on Applications				

Tree Preservation Orders		
26/05394/TPO	Trinity Hill 10 Kirkby Road Ripon North Yorkshire HG4 2EU Fell or monolith (to 5 meters) of 1 no Copper Beech (T1) within Tree Preservation Order 37/1999 T1 26/05394/TPO Fell or monolith (to 5 meters) of 1 no Copper Beech (T1) within Tree Preservation Order 37/1999 T1 Trinity Hill 10 Kirkby Road Ripon North Yorkshire HG4 2EU	
26/05201/TPO	Hillcrest Little Studley Road Ripon North Yorkshire HG4 1HD Crown Reduction (by 1 metre in height to 2.5 metres radial spread) of 1 no Yew (T4) within Tree Preservation Order 16/2003 (T1 on map submitted) https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK9I8KLTLYE00	
Appeals		

Consultation on Homes England junction alteration proposals.

The proposal to prohibit a right turn at the Low Skellgate traffic lights is part of the traffic mitigation strategy submitted by Homes England for the 1,300-home Clothierholme housing development at Ripon Barracks.

Because Ripon's historic core has narrow streets, traffic studies conducted by Homes England predicted that the influx of vehicles from the new Clothierholme estate would cause severe queues and delays at existing key intersections. Rather than building a new relief road via Galphay Road—which authorities rejected—Homes England proposed junction modifications at Low Skellgate.

Sent: 17 September 2026 16:53

To: [REDACTED]
[REDACTED]

Subject: Bondgate Dallamires Lane junction Ripon

Dear Cllrs.

In consultation with the developer, Homes England, for the Ripon Barracks housing development, a series of Traffic Regulation orders and traffic calming features have been identified to mitigate against the impact of the traffic that is expected to be generated within the city. This information has been produced in preparation for the formal consultation that will follow in the next few weeks. If you have any specific points regarding this first measure, please contact me but you will also be included again in the consultation when it formally starts.

Ged Lyth

Highways Development and Adoption Engineer

Development Management

North Yorkshire Council

Dear Gerard,

Thank you for your email, I would observe that though these measures may aid motorists and I would generally support them as the visibility at this junction is not good, they do nothing to assist pedestrians and in fact by making it potentially easier for traffic to flow it makes it harder for those on foot and cycles etc to navigate.

This is a busy junction as it is and I have already raised with Highways the need for some measures to assist pedestrians who are either crossing the road to enter or exit the city centre or to access the Leisure Centre.

I believe that further thought is needed by Homes England and I have copied in the Chief Officer at Ripon City Council so that this issue can be added to our October agenda so that RCC can express an early opinion on the matter.

Best Wishes

Andrew

Quarry Moor business case

Internal briefing for councillors | Replacement facilities

1 Purpose and introduction

This report provides the Alderman T F Spence Committee and Full Council with an evidence-based appraisal of three options for replacement facilities at Quarry Moor, before councillors commit unbudgeted expenditure from the £100,000 earmarked reserve.

Background

Quarry Moor belongs to the Alderman T F Spence Charity, whose sole corporate trustee is Ripon City Council. The charity's purposes include recreation and leisure for the benefit of Ripon and its neighbourhood. The former activity building has been unused for many years. Its demolition, scheduled for the week commencing 21 September 2026, is treated as complete for this appraisal. The retained slab and services provide a starting point for replacement facilities. [O1, S1]

Three indicative choices represent two broad visions for the next five years and beyond: a larger indoor and outdoor activity hub, illustrated by Passmores (Option A); or a landscaped welfare base for outdoor education and volunteers, illustrated by two Container Cabins units (Option B) or one larger, fitted cabin from the same supplier (Option C). A and B were the lowest-priced examples in the earlier quotation exercise; the subsequently supplied C offer is now the leading candidate. All can inform a future holistic vision for the site's entrance. Selecting a preferred option does not itself award a supplier contract. [O1, O2]

Why a business case is needed

Councillors must be able to explain why the chosen expenditure represents good use of public money and serves the charity's beneficiaries. A business case records the alternatives, expected benefits, full costs, risks and reasons for the decision. It supports the Council's financial controls and the corporate trustee's duties, and provides a clear record for scrutiny and audit. [S2-S4]

Bookings and delivery capacity remain unproven, while future site improvements will also need funding. The appraisal tests the facilities needed now, the additional benefits a larger building could provide, and the reserve needed for the wider site.

Report details	
For	Alderman T F Spence Committee and Ripon City Council
Meetings	Committee: 21 September 2026 Full Council: 5 October 2026
Status	Draft internal business case for member consideration
Updated	16 September 2026 Third option and supplier delivery information added

The appraisal follows in sections 2-10. The decision requested, recommended approach and proposed Committee resolution are brought together in section 11. Supporting material is in Appendices A, B and C.

2 Need and evidence

A new programme on a cleared site

Demolition is scheduled for the week commencing 21 September 2026. For appraisal purposes it is treated as complete. Repair and retention are excluded, consistent with the previous resolution to demolish following surveys by the Royal Engineers. [O1] The building has been unused for many years and no organised programme currently operates. New facilities would establish a programme of activity on the site. [O1]

The slab and services will remain. Water and electricity require reconnection; the septic tank is reported to be functional but has no known recent emptying record. Council officers have confirmed an existing access route and checked with Natural England that the proposed building position is outside the Site of Special Scientific Interest (SSSI) boundary. [O1]

Charitable purpose and Council accountability

The registered charity, number 1002235, has purposes concerning recreation and leisure in the interests of social welfare, particularly children’s play, for Ripon and neighbourhood. All three options can support these purposes. Members should consider the benefits of the building alongside the charity’s responsibilities for the play areas and wider site. [S1] The site’s subsequent SSSI designation also brings responsibilities to conserve and enhance its protected features alongside its recreational use. [S12]

The appraisal considers value for money through the cost of providing suitable facilities, the activity they can support and their contribution to the charity’s purposes. Members will also need to consider whether annual running costs are affordable and whether the capital commitment leaves enough flexibility for other site needs. [S2-S4]

Evidence	Status and implication
15 volunteer expressions of interest	Reported after one Facebook post. Encouraging recruitment evidence; not yet an inducted team or confirmed attendance.
Education funding	The Rural Payments Agency (RPA) agreement includes educational-access funding, coded VED1. Payment conditions are established; school bookings and delivery capacity remain unconfirmed.
Fountains Walk	390 planned homes off West Lane. A growing potential catchment, not proven hub demand. [S5]
Purely Social	Historical request; no reply to follow-up. No booking or income assumed.
Nature-based wellbeing	Exploratory suggestion from a non-voting Committee member employed by an NHS trust. No NHS commitment or consultation bookings.
Indoor hire and youth use	Hugh Ripley Hall already serves regular community hires. Scout facilities exist locally. Outdoor-specific demand requires testing. [O1, S6]

There is no opportunity for school market testing before Full Council. This limits confidence in demand and strengthens the case for a modest pilot with measurable results. National and comparator evidence supports feasibility; it cannot establish how many Ripon schools will book.

2 Need and evidence continued

Further research supports the opportunity for an outdoor programme and the importance of practical, accessible facilities. The evidence below informs the service offer; it does not convert national interest into confirmed Quarry Moor bookings.

Additional evidence	Relevance to Quarry Moor
Established interest in nature	Natural England's 2025/26 adult survey found that 69% visited green and natural spaces at least weekly. This supports a broad audience for nature-based activity; it is not evidence of demand for indoor room hire. [S24]
Curriculum fit	The primary science curriculum covers habitats, plants, animals and seasonal observation using the local environment. Quarry Moor can offer a distinct setting for this learning. A short habitat programme could be developed for schools. [S25]
Existing local outdoor learning	Moorside Primary School and Nursery publishes a weekly Forest School programme, showing local familiarity and existing provision. Nearby schools could use their own classrooms for indoor work and the SSSI for the outdoor element, given the proximity. Quarry Moor would add its distinctive habitats and conservation work. No booking is assumed. [S26, O1]
Children's learning opportunities	In Natural England's 2025 survey of children aged 8-15, 35% reported non-PE outdoor lessons on most or every school day in the previous week; 27% reported none. This suggests scope to broaden outdoor learning, without establishing which local schools need another venue. [S23]
Facilities and inclusion	Among adult non-visitors who had concerns about visiting, 23% identified lack of facilities such as toilets and benches. Open Country's accessible-route work specifically records surfaces, seating and toilets. An accessible toilet and reliable access information are practical ways to reduce barriers. [S24, S27]
Wellbeing and informal recreation	In the adult survey, 39% of respondents answering about reasons for a visit selected mental health and wellbeing. This supports the recreational purpose of the site, but provides no evidence of paid consultations or an NHS service at Quarry Moor. [S24]
The wider play and picnic setting	Playgrounds were the first-ranked encouragement to use natural spaces for 34% of children in the 2025 survey. This supports considering the building alongside the play area and wider setting when allocating reserves. It does not establish a local capital specification. [S23]

How the evidence should be tested

After approval, officers should develop a simple offer with LUCT and interested Committee members: a volunteer-led habitat visit, accessible toilet, handwashing and a clear weather plan. Schools and youth groups should be asked about curriculum fit, group size, travel, access needs, preferred dates and whether an indoor classroom would change their decision to book.

Record enquiries, bookings, repeat requests, reasons for declining and unmet indoor-space needs. This will show whether future investment should expand classroom capacity or improve outdoor routes, shelter and the entrance. Accessible provision is a requirement for all three options throughout this process.

Survey figures are national, self-reported evidence. Children's term-time questions used 1,995 responses; the full children's survey used 3,993. Adult questions have different respondent bases. The source reports explain the samples and weighting; percentages are not forecasts of local take-up.

3 Options and functional comparison

Accessibility is central to the Committee's brief. All three options include an accessible toilet and must provide an accessible route, entrance and usable welfare space. The initial service is supervised provision for booked groups and volunteers: toilets, handwashing, rest and refreshments, and support for outdoor visits. The quotations are realistic examples of three distinct options and represent the strongest value/cost offers identified so far within each type. Compare their service fit, speed, whole-life cost and flexibility. Quoted prices and supporting material are in Appendices A and B. [O1, O2]

Criterion	A Passmores hub	B Two cabins	C One 32 ft cabin
Accommodation	15 m × 6 m externally; 85.84 m ² usable floor area. Activity room, kitchen and two WCs.	10 ft × 8 ft plus 12 ft × 9 ft; about 17.5 m ² combined external footprint. Canteen and three WCs.	32 ft × 10 ft; about 29.7 m ² external footprint. Canteen, unisex WC and separately entered accessible WC.
Volunteer welfare	Substantial indoor space for briefings, breaks and storage.	Limited space; brief outside and stagger breaks.	Greater potential for briefings and breaks than B. Usable room area and safe capacity require a plan.
Education and indoor use	Whole-group teaching potential; additional indoor demand remains speculative.	Supports outdoor visits; no whole-class room assumed.	Supports outdoor visits with more indoor flexibility than B. No whole-class capacity or extra hire income assumed.
Accessible use	Accessible toilet in the design; accessible approach and activity room required.	Accessible toilet in the selected unit; access to both buildings required.	Accessible toilet with its own entrance in the offer; accessible canteen entrance also required.
Delivery	Appraisal: 20-32 weeks from approval to opening.	One new unit has a three-month supplier lead time. Allow 14-18 weeks from approval to opening of the complete package.	Supplier: 3-4 weeks from order to delivery. Appraisal: 5-8 weeks from approval to opening on a prepared fast route.
Supply and delivery	£28,384 kit including delivery; current quotation, with extensive assembly and fit-out additional.	£14,000 supply plus confirmed £650 combined transport: £14,650.	£12,150 supply and repaint plus £650 transport: £12,800. Lining, insulation and full electrics included.
Installed capital range	£77,500-£124,000.	£20,500-£31,000 after the transport update.	£18,500-£29,000. Site works, access, checks and contingency included as allowances.
Long-term flexibility	Potential enduring hub; greatest commitment of reserve and footprint.	Potentially relocatable; two buildings and limited welfare space.	Potentially relocatable single building; more welfare space while preserving reserve. Reuse and lift access need checking.

Costs exclude recoverable VAT. External footprints for B and C are not usable room areas. C's gross footprint is about 70% larger than B's combined footprint; walls, WC rooms and fittings reduce the space available to occupants. [D2, D3, S15, S16, O2]

3 Use appearance and alternatives

Why Option C is the leading candidate

The single 32 ft cabin offers more welfare and small-group space than B, two toilets including an accessible WC, and one building to manage. Its £12,800 delivered price is £1,850 below B's £14,650. C can be delivered in 3-4 weeks; B's new unit takes three months, delaying the complete two-unit package. C therefore offers more accommodation, a lower purchase price and earlier delivery without the cost of a large classroom building. [O2]

The offer includes lining, insulation, full electrics and external repainting in one chosen RAL colour. These features reduce the separate fit-out needed compared with A. The independently entered accessible WC could serve a supervised group without requiring entry through the canteen. Confirm the actual layout and safe occupancy before assuming that all fifteen volunteers can sit inside together. No whole-class teaching space or additional booking income is assumed.

Option A offers a substantially larger activity room, kitchen, tool storage and space for classroom sessions and indoor hires. Its timber appearance could suit the site and it could serve a lasting indoor programme. Those additional uses have no proven demand at present, while planning, assembly and fit-out extend delivery and increase capital and running costs. Underused indoor space would represent poor value; C better matches the proposed outdoor programme while that demand is tested.

A landscaped base for outdoor activity

A subdued repaint colour, native planting, carefully positioned timber screening and a tidy accessible approach could integrate either cabin solution with the reserve. C's included repaint provides a coordinated starting point; seating and interpretation could create a welcoming meeting point. Agree the treatment with LUCT, preserving access, visibility, ventilation and maintenance clearances. The budgets include modest landscaping; full cladding or a new shelter would need separate pricing. An artist's impression and example photographs of Option C are in Appendix B.

Volunteer welfare and wet weather

Volunteer weed-control work would be concentrated in the growing season, although wider conservation work may occur at other times. For suitable tasks, light showers can be managed through clothing, breaks and a welfare base. B requires staggered breaks; C offers more potential indoor space, subject to its measured layout. [O1, O2]

Heavy rain, unsafe winds, lightning, waterlogged ground or risks to habitats may require postponement under any option. A larger room does not make unsafe outdoor work suitable; it adds wet-weather value where an indoor activity is planned and staffed. LUCT and the Deputy Chief Officer should agree task-specific weather decisions. [S28]

Baseline and alternatives

Retaining the cleared site without replacement facilities preserves capital but will prevent the proposed organised programme from meeting the Committee's required welfare and accessibility standard. It does not close ordinary public access, invalidate SSSI designation or automatically terminate stewardship payments.

Hired temporary facilities or off-site rooms could support limited pilots only. Separation from the site, booking constraints and recurring costs make them an unsatisfactory ongoing solution. Option B remains an alternative if C's condition, dimensions or siting prove unsuitable; A remains the option where a substantial indoor programme can be justified.

4 Education funding and operating model

Signed RPA provision	Implication
Countryside Stewardship Higher Tier agreement: 1 June 2026-31 May 2031	Habitat-management payment £3,244.85 a year supports existing obligations; it is not extra hub income.
VED1 £363 per qualifying visit	Up to 25 in each agreement year; 75 overall; maximum £27,225.
Visits completed by 31 May 2029	Final claim date 31 August 2029. Education funding does not extend automatically across the five-year hub plan.
Two-hour tour with a suitable staff member or volunteer	Recruit and prepare host volunteers before counting visits as deliverable.
Risk assessment and signed visit declaration	Provide the assessment to the group leader and retain the evidence for claims.
No charge or other direct income for the same funded visit	Do not add room hire or participant fees to the same visit. No simultaneous-group double counting.

These provisions come from the signed agreement, pages 1, 6, 14 and 19. Current guidance also limits payment to one visit per group; repeat attendance by the same group is not a new claim. Ordinary adult tours are not automatically eligible: each proposed group and educational programme must meet the applicable conditions. [D1, S7]

A classroom is not required by the supplied agreement

The agreement requires an educational tour using the land as a classroom. It contains no requirement for a permanent indoor classroom. Forestry England's Delamere offer demonstrates outdoor school learning, including self-guided visits. English Heritage's Kirkham education page advertises visits without an education room and with minimal shelter; Thornborough Henges provides a nearby volunteer-tour precedent. These illustrate operating models, not RPA eligibility or local demand. [S8-S10]

Council officers report that toilets at Kirkham Priory and Byland Abbey can be unlocked for visits. These provide practical examples of facilities being made available for organised visits without a routinely staffed indoor centre. [O1, S9]

A shelter may still be desirable for outdoor learning, alongside drinking water, handwashing, accessible toilets and an appropriate weather plan. Forest Education Network guidance describes temporary shelter solutions. A modest structure open on three sides could be better placed within the site, perhaps in the wooded area, bringing shelter closer to the habitats being studied. It could be a separately costed use of savings, with siting agreed around trees, habitat protection and accessible routes. [S11]

Initial delivery commitments

Aim for six to nine qualifying visits per full operating year, increasing towards the RPA limit only as demand and capacity justify. At this target the gross annual income is £2,178-£3,267. Plan one volunteer session per month, seeking participation from the fifteen interested residents, to help with weeds in public areas and complement contracted maintenance. Twelve sessions a year is a planning target, with tasks and dates adjusted for season, weather and habitat requirements; attendance, hours and retention will be recorded.

The Deputy Chief Officer would coordinate recruitment and bookings, with support from councillors, non-voting Committee members and LUCT. Trained volunteers could open and close. Cleaning could use the maintenance contractor, existing cleaner or another provider, but responsibility and cost must be assigned before opening. Safe task selection, habitat advice, induction, safeguarding arrangements and first aid are required; volunteer weeding must not compromise stewardship prescriptions.

5 Planning accessibility and speed

Building position and permissions

All three options are proposed outside the designated SSSI boundary, following officers' check with Natural England. The existing access route, slab and services will be reused, with water and electricity reconnected. No new service installations are proposed. [O1]

Part 12 Class A of the General Permitted Development Order is a credible route for small ancillary buildings on land belonging to or maintained by a local authority for functions exercised there. Parish councils are included. The provision specifies 4 m height and 200 m³ capacity limits. Confirm its application to the actual works, intended use and Council's role as corporate trustee; the purchase price is not a planning test. [S13]

The two cabin solutions fit the smaller scale envisaged by this route. C measures approximately 9.75 m × 3.05 m externally; at an illustrative 3 m overall height its volume would be about 89 m³. Option A matches the dimensions of the hut being demolished and is appraised as requiring planning permission. Officers advise that the original hut received planning permission in the late 1970s. [D2, O1, O2, S13]

Accessibility is a requirement in every option

The Committee requires an accessible toilet in every option. All three examples include one. C's separately entered WC must have an accessible approach, and its canteen needs an accessible entrance too. The supplier's "DDA W/C" description is a specification to verify against the actual layout and installation; it does not establish accessibility of the whole facility. Equivalent checks apply to all options. [O2, S14]

- Provide a firm route from parking/drop-off to the building, suitable gradients and landings, manageable thresholds and doors, and safe circulation and evacuation.
- Verify WC dimensions, transfer space, rails, reachable fittings, handwashing and alarm arrangements. Check usable door clearances rather than nominal door-leaf sizes.
- Make the canteen/activity space accessible as well as the WC. Include visual contrast, lighting, clear signs and reasonable adjustments to bookings and activities. [S14]

5 Delivery programme and coordination

These appraisal estimates allow for coordination by the Deputy Chief Officer alongside existing duties, with competent technical support. Officers confirm that C is available with delivery 3-4 weeks from order. One of B's units is new and has a three-month delivery lead time; the complete B package must wait for it. These are supplier lead times, not booked delivery dates or opening dates. [O2]

Stage	A Larger hub	B and C Fitted cabins
Preparation	Allow 4-6 weeks for surveys, specification, professional input and procurement preparation.	Complete scope, access design, services checks and supply terms before Full Council where practicable. Confirm C's layout, repaint colour and stock availability at award.
Planning and procurement	Allow planning preparation/validation plus the usual 8-week determination period. Allow 3-5 weeks for tender and evaluation, overlapping suitable work.	The quoted B and C purchases are within the revised £15,000 ex-VAT tender limit. With Full Council approval and the smaller-building route recorded, either could be ordered on Tuesday 6 October without a formal tender.
Supply and on-site work	Current quotation: about 6 weeks delivery; brochure: 8-10 weeks. Add assembly, roofing, insulation, sequential fit-out and commissioning.	C: delivery 3-4 weeks from order, including agreed preparation. An order on 6 October implies 27 October-3 November. B: its new unit takes three months, implying around 6 January 2027. Prepare slab, services and routes in parallel where permitted.
Approval to opening	Allow 20-32 weeks overall: approximately late February to May 2027 from 5 October.	C: allow 5-8 weeks, approximately 10 November-1 December 2026. B: allow 14-18 weeks, approximately January-early February 2027, including connections and commissioning after the new unit arrives. These estimates require permissions and site readiness.

The 5-8 week estimate for C includes installation and officer coordination beyond the supplier's transport lead time. Confirm repaint completion, HIAB access and lift reach, slab bearing/supports, working water and drainage, electrical checks, accessible landings and safe occupancy. Delivery is not the opening date. Supplier availability must remain valid when Council is ready to place the order. [O2]

For A, planning time starts after validation and may be extended. For B, undertake permissions and site preparation during the three-month supply period where possible. C's 5-8 week opening programme allows for the smaller-building route and reuse of the existing site infrastructure, with the purchase authorised by Full Council. [O1, S29]

Competent support and earlier benefits

Where construction involves more than one contractor, the client must make the required principal designer and principal contractor appointments and allow adequate resources. The Deputy Chief Officer remains project lead; competent appointments provide technical delivery support for whichever option is chosen. [S38]

On these lead times, C could arrive about two months before the complete B package and open well before A. This may bring forward volunteer sessions and school engagement, subject to winter weather, term dates and trained hosts. Count actual additional activity and review outcomes six and twelve months after opening; do not assume extra income simply because C is available earlier.

6 Capital costs of the larger building

All figures exclude recoverable VAT. These are refreshed appraisal allowances, not new project quotations or an approved budget. All three options include an accessible toilet, accessible installation and modest landscaping. The earlier funding estimate was tightly constrained and is retained only as a historical reference.

Option A cost element	Low	High
Passmores kit, upgrades and delivery	£28,384	£28,384
Assembly of supplied kit	£4,000	£8,000
Roof covering, rainwater goods and safe access	£6,000	£12,000
Insulation, internal lining and associated floor build-up	£9,000	£15,000
Standard and accessible WC fit-out	£4,000	£7,000
Kitchenette fittings and installation	£2,000	£3,500
Water, waste and service connections	£2,500	£4,500
Electrical installation, safety systems and certification	£4,000	£7,000
Floor finishes and decoration	£3,500	£6,000
Heating and ventilation equipment	£800	£1,800
Minor slab work and accessible approaches	£1,500	£4,000
Modest landscaping and external finish	£500	£1,500
Design, checks, permissions and professional support	£3,000	£6,000
Site setup, minor equipment and opening provision	£1,000	£2,500
Septic inspection and initial emptying	£250	£600
Subtotal before contingency	£70,434	£107,784
Contingency: 10% low / 15% high, rounded	£7,043	£16,168
Total appraisal allowance, rounded	£77,500	£124,000

The current kit quotation is £28,384. It already includes £1,080 delivery and £2,814 durability upgrades. The old £64,384 project schedule did not clearly provide for the complete insulated and finished building, accessible external works and separately identified fees and contingency. It should no longer be treated as evidence that the whole scheme can be delivered for £65,000-£70,000. [D2-D5, O1]

The revised range is a scope-based budget test assembled from the supplier documents, published cost benchmarks and explicit allowances. It is not a quantity surveyor's cost plan or a market quote. Some lines are lower than before, particularly assembly and sanitary fit-out; the increase arises mainly from completing the scope and allowing for uncertainty. The high case exceeds the available £100,000 reserve.

The range assumes that the existing slab, incoming utilities and septic system are substantially reusable.

6 Cost review evidence and assumptions

Element reviewed	Basis of the refreshed allowance
Kit and assembly	The March supplier list gives a basic 15 m x 6 m erection illustration of £2,503: £1,515 plus thirteen 0.6 m increments at £76. It applies to specified delivery zones and conditions, with extras to confirm. £4,000-£8,000 allows for local delivery-zone, partition and coordination uncertainty; it is not a new erection quote. [D4]
Roof completion	The 25-degree roof is about 99 m ² before overhangs; approximately 105 m ² is used for budgeting. The kit excludes the covering. £6,000-£12,000 allows for an economical agreed covering, battens or deck as appropriate, rainwater goods, labour and safe access. Published roofing benchmarks show why £3,500 is a tight allowance; a tile/slate specification may require more. [D2, D4, S34]
Insulation and lining	A current 100 mm PIR board example is £50.65 for 2.88 m ² , about £17.59/m ² before waste. Roughly 270 m ² of wall, roof and floor envelope would be about £4,750 in this insulation alone. Linings, membranes, floor build-up, finishing and labour are additional. The £9,000-£15,000 allowance is not an insulation design; thickness and build-up require professional confirmation. [S31]
WC rooms and plumbing	A commercial accessible sanitaryware pack starts around £1,058 excluding VAT, but does not complete the room. Allow £4,000-£7,000 for both WC rooms' fittings, finishes, alarm and installation, plus £2,500-£4,500 for distribution and external water/waste connections. Obtain an itemised quote to avoid counting fitting labour twice. [S32, S37]
Kitchen and electrics	A small kitchenette uses modest cabinetry; doors, worktop, sink, taps, installation and hot water must be included. £2,000-£3,500 is retained as a simple tea-point allowance. A specialist electrician publishes £3,500-£8,000 for units up to 100 m ² in London; £4,000-£7,000 is a comparator-informed allowance here, with local specification and rates to confirm. [S30, S33]
Floors, decoration and heating	A current safety-vinyl supply example is £24/m ² ; fitting, preparation, edges and decoration are extra. £3,500-£6,000 covers a modest finish across 85.84 m ² . Panel heaters are advertised from £90 excluding VAT, but heat loss, controls, ventilation and installation determine the scheme. Electrical supply work sits in the electrical line. [S35, S36]

The remaining allowances cover site-specific items without a published project price: accessible ramps/routes and minor slab adjustments; simple planting/finishes; drawing and compliance work, fees and competent support; site setup and opening equipment; and septic servicing. They must be replaced with scoped quotations. North Yorkshire confirms that Building Control is separate from planning, and construction-client responsibilities require competent appointments. [S14, S22, S38, S39]

Contingency is shown separately at 10%-15% of the subtotal as an appraisal assumption, not a sourced contractor charge or a guarantee against overruns. Each quote must state inclusions, exclusions, VAT and responsibility for interfaces. No labour savings from unconfirmed volunteer building work are assumed.

6 Capital costs of Option B: two cabins

All figures exclude recoverable VAT. Transport is updated to the supplier's £650 charge, confirmed by officers to cover both smaller units together. Other installation costs remain appraisal allowances.

Option B supply and additional work	Low	High
Accessible WC plus single WC unit	£9,200	£9,200
Used canteen with separate WC	£4,800	£4,800
Combined transport, offload and positioning	£650	£650
Supports, levelling and minor slab works	£250	£750
Water and foul connections	£500	£1,500
Electricity reconnection and testing	£400	£1,200
Accessible approaches, ramps and landings	£1,000	£4,000
Septic inspection and initial emptying	£250	£600
Opening equipment, signs and minor safety work	£200	£500
Modest landscaping and coordinated external finish	£500	£1,500
Permissions, checks and professional support	£750	£2,000
Subtotal before contingency	£18,500	£26,700
Contingency: 10% low / 15% high, rounded	£1,850	£4,005
Total appraisal allowance, rounded	£20,500	£31,000

The £14,000 supply total comes from the two advertised examples reviewed on 15 September. The confirmed £650 combined delivery gives a supply-and-delivery total of £14,650, within the revised £15,000 ex-VAT tender limit. This permits the purchase to proceed without a formal tender under the September amendment confirmed by officers. The complete installed project budget also includes the additional works shown above. [S15, S16, O1, O2]

B provides an accessible toilet, two further WCs and a small canteen. It includes one new unit with a three-month delivery lead time, alongside the used canteen. The complete programme cannot rely on both facilities until both arrive. A better site fit, the separate-unit arrangement, new-unit warranty/life or a lower installed price could favour B, but it has less combined gross area, a higher delivered price and a longer supplier lead time than C. [O2]

The budget assumes broadly reusable services and slab. Landscaping covers modest planting, coordinated finishes and limited screening, using suitable existing features. Full cladding, a new outdoor shelter, extensive hard landscaping or major service/foundation replacement require separate pricing.

6 Capital costs of Option C: one fitted cabin

All figures exclude recoverable VAT. The £12,150 cabin price and £650 transport are supplier prices relayed by officers on 16 September. Remaining lines are appraisal allowances, not supplier quotations. [O2]

Option C supply and additional work	Low	High
Used 32 ft × 10 ft cabin, fitted WCs, lining, insulation, electrics and external repaint	£12,150	£12,150
Rigid HIAB transport, offload and positioning	£650	£650
Supports, levelling and minor slab works	£250	£750
Water and foul connections	£500	£1,500
Electricity reconnection and testing	£400	£1,200
Accessible approaches, ramps and landings	£1,000	£4,000
Septic inspection and initial emptying	£250	£600
Opening equipment, signs and minor safety work	£200	£500
Modest landscaping and screening	£500	£1,500
Permissions, checks and professional support	£750	£2,000
Subtotal before contingency	£16,650	£24,850
Contingency: 10% low / 15% high, rounded	£1,665	£3,728
Total appraisal allowance, rounded	£18,500	£29,000

The offered steel anti-vandal cabin contains a unisex WC and an accessible WC with a separate entrance. It is lined and insulated, with full electrics and external repainting in one RAL colour of choice. The £12,800 delivered price is £1,850 below B and is £2,200 below the revised £15,000 ex-VAT tender limit. Repainting is already included; the landscaping line does not charge for it again. [O2]

Comparable installation allowances are retained for B and C until scoped quotes establish differences. The C range assumes a serviceable fitted cabin and reusable slab/services. Obtain a measured plan, condition and warranty information, and an itemised schedule covering kitchen fittings, hot water, heating, ventilation, alarms and electrical certification. Price any missing material items before setting the budget; major repairs or a substantial refit are outside this allowance.

Purchasing objective and Council authority

At £12,800 including delivery, the Option C purchase is within the revised £15,000 ex-VAT tender limit. Under the September procurement amendment confirmed by officers, it can proceed without a formal tender, allowing a faster purchasing and works programme. Full Council will approve the complete project budget, including the installation allowances above, and purchasing authority. [O1, O2]

Following Full Council approval on 5 October, the cabin could be ordered the next day, 6 October, for delivery within 3-4 weeks. Agree the repaint colour, delivery arrangements and acceptance terms, preserving the accessible WC, accessible canteen and required welfare functions.

7 Operating costs and whole life value

Existing annual funding

The £30,000 annual Council grant, less the proposed LUCT stewardship agreement of approximately £21,000 and approximately £4,000 maintenance, leaves approximately £5,000 before other costs. Confirm what these contracts cover. Habitat income has associated obligations; existing staff time has an opportunity cost even without an extra post. [O1, D1]

Illustrative incremental property budgets

Cost per operating year	A hub	B two cabins	C one cabin
Cleaning and consumables	£1,200	£700	£750
Power, heating and water	£1,500	£700	£800
Insurance, testing and inspections	£800	£500	£500
Planned maintenance provision	£1,400	£600	£650
Septic servicing provision	£300	£300	£300
Illustrative total	£5,200	£2,800	£3,000

These are modelling assumptions, not quotations. Use annual sensitivities of A £4,000-£6,500, B £2,000-£4,000 and C £2,200-£4,300. C has two toilets against B's three, but more floor area. Its modestly higher assumed running cost reflects extra space, not a measured cleaning or energy specification. Contractor minimum charges, use, insulation and heating control matter. [S18, O2]

A's central £5,200 exceeds the apparent £5,000 headroom. B would leave £2,200 and C £2,000 before all other costs and visit delivery. Gross education receipts of £2,178-£3,267 for six to nine visits must first meet induction, expenses, materials, booking/claim work and any paid cover. No option is shown to be self-financing.

Five years of property service at constant prices

Illustrative comparison	A hub	B two cabins	C one cabin
Capital modelling scenario	£100,000	£26,000	£24,000
Five years of annual property costs	£26,000	£14,000	£15,000
Capital plus property costs before income	£126,000	£40,000	£39,000
Annual equivalent over five service years	£25,200	£8,000	£7,800

Capital scenarios are rounded modelling points within the ranges, not spending caps. C's £1,000 five-year advantage over B is small and sensitive to running costs or repairs; the stronger case is more welfare space for a lower delivered price. At the capital assumptions shown, C could cost £400 more per year than B before their five-year totals equalised. The model assumes a £200 difference.

This undiscounted comparison excludes common site management, inflation, direct programme costs, disposal and unverified residual values. Zero education income leaves the totals unchanged. Across three remaining agreement-year windows, 18-27 qualifying visits would yield £6,534-£9,801 gross, constrained by first-year readiness and annual caps. No renewal income beyond May 2029 is assumed.

Five years is an evaluation period, not an assumed lifespan. Capital-only annual equivalents over ten years are A £10,000, B £2,600 and C £2,400; over twenty years, £5,000, £1,300 and £1,200. These require continued serviceability. Obtain useful-life, refurbishment, removal and resale evidence and include replacement cycles where needed. A's larger indoor capacity must be used to justify its higher commitment.

8 Reserves and the five year site strategy

The choices reflect two broad visions: A develops substantial indoor capacity now; B and C concentrate investment on outdoor delivery. Five years of use would provide attendance, volunteer, cost and access evidence for a larger scheme delivering a holistic vision for the site's entrance, including the picnic and play areas. Retained reserves would support future grant applications, site works and any governance transition. [O1]

Capital scenario	Reserve remaining	Share retained
A refreshed low case £77,500	£22,500	22.5%
A modelling case £100,000	£0	0%
A refreshed high case £124,000	£24,000 funding shortfall	0%
B modelling case £26,000	£74,000	74%
C modelling case £24,000	£76,000	76%
Earlier £70,000 hub assumption	£30,000	30%

Balances exclude other commitments and VAT cash-flow timing. The £100,000 reserve is Council earmarked money. It is not automatically charity free reserves or an endowment. The £70,000 row shows the earlier assumption, not the refreshed project estimate.

A short buffer if annual Council support ends

Even under the earlier £70,000 assumption, the £30,000 remaining equals only one year of the current Council grant. The refreshed low case leaves £22,500, less than one year; the £100,000 modelling case leaves no reserve. A £30,000 balance covers only 1.2 years of the approximately £25,000 proposed LUCT and maintenance costs before other expenditure, ignoring other income. A future independent charity without RCC annual support would therefore need a sustainable income plan; that balance alone would offer only a short transition buffer. Any transfer of Council reserve would require a separate lawful decision.

A larger funding application in about five years should draw on the hub's evidence of use, outcomes and unmet needs. Retaining funds now would give that application a credible local contribution. A 10% match-funding target is a sensible minimum planning ambition: for example, £50,000 could contribute to a £500,000 scheme, leaving some of C's modelled £76,000 reserve for other needs. The National Lottery Heritage Fund currently requires at least 5% for grant requests from £250,000 to below £1 million and 10% for larger grants; partnership funding may include cash, non-cash contributions and volunteer time. Check the rules applying when the bid is developed. [S40]

The car park is a credible competing liability

The 2025 tender recorded serious entrance depressions and potholes and proposed drainage improvements and tarmac. Officers describe the present surface as MOT Type 1 aggregate. It would be wise to retain reserves for another substantial repair or resurfacing operation, or enhanced car park facilities within the future entrance scheme. Inspection, drainage and a firm accessible arrival route should inform the provision. [S19, O1]

Why restraint is proportionate

The larger-building range would consume at least about 78% of the reserve and could exceed it. Before additional indoor demand is established, this would leave little flexibility for site liabilities, match funding or a governance transition. Review those needs annually alongside evidence of use. Charity Commission guidance supports reserve planning based on risk; the Council's earmarked reserve remains distinct from charity funds. [S20]

C's installed range retains about £71,000-£81,500 before other commitments. No option is assumed to be demolished after five years: continued use, incorporation into the future scheme, relocation or sale should be considered. The retained balance supports these choices but is not a sustainable endowment by itself.

9 Risks and controls

The Deputy Chief Officer (DCO) is project lead; the Chief Officer is the Responsible Financial Officer (RFO). Councillors exercise Committee/Council oversight; non-voting Committee members contribute advice and practical support. LUCT supplies conservation expertise within its agreed remit. The table identifies accountable leads and supporting roles.

Risk and initial level	Control and decision consequence	Proposed owner
Installed cost exceeds expectation High	Obtain delivered, accessible installation quotes; reconcile fees, insulation, services and contingency. Return to Council if the authorised ceiling is insufficient.	DCO; Chief Officer/RFO
Low demand or no suitable visit hosts High	Recruit and train hosts; test an outdoor offer after opening; use six to nine visits as a target and zero-income sensitivity. Defer expansion until evidence improves.	DCO; Committee members
Operating costs displace site care High	Confirm coverage of existing contracts; allocate cleaning and property costs before opening; monitor net cost and actual headroom.	Chief Officer/RFO; councillors
Planning or access work delays opening Medium-High	Confirm Part 12 applicability, Building Control and accessible approaches with dimensions and site levels before ordering. Keep supplier programme conditional.	DCO
Outdoor activity affects protected features Medium	Plan volunteer tasks and educational routes with LUCT, following the agreed habitat-management programme and stewardship requirements.	DCO; LUCT
Used cabin condition or inadequate layout Medium-High	Inspect B's used canteen and C; obtain remaining-life evidence and warranties, including B's new unit. Verify C's layout, WC/canteen access, electrical records and safe occupancy. Repaint and "anti-vandal" wording do not establish condition or compliance.	DCO, commissioning inspection
Safeguarding or participant injury Medium-High	Assign responsible session leads; risk assessments, first aid, induction, safeguarding procedures, appropriate checks and emergency arrangements.	DCO; LUCT for its sessions
Vandalism and security Medium	Locking/key control, alarm/insurer requirements and incident reporting. Active use may help but no reduction in incidents is guaranteed.	DCO; LUCT for its sessions
Stewardship income overstated High	Apply agreement-year caps, unique-group rule and declarations. No income beyond May 2029 without a new award; track direct visit costs.	DCO; Chief Officer/RFO
Future redevelopment strands capital Medium-High	Check proposed siting against future entrance options; document reuse/relocation and residual-value assumptions. Retain match funding.	Councillors; DCO
Supplier lead times or contract exposure Medium	Use A's current quotation and record B's three-month new-unit lead time and C's 3-4 weeks. Agree stock, repaint, HIAB access and acceptance terms. Schedule B around its later unit; delivery does not complete connections or opening checks.	DCO; Chief Officer/RFO

A carries the greatest financial exposure and unproven indoor-demand risk. B combines a new unit with a used canteen; C is used. Condition, life, site fit and accessibility must be checked for each. C is preferred for its specification, price and earlier delivery, subject to these checks.

10 Implementation governance and review

Before Full Council

The Deputy Chief Officer will coordinate the work below with the Chief Officer as RFO. Councillors and non-voting Committee members can support user engagement and the service brief; LUCT should advise on habitats, task selection and the landscape treatment. Specialist design and construction duties will be assigned to competent appointees.

- Confirm the complete installed budget and annual allocation for C. Obtain its plan, safe occupancy, accessible WC/canteen details, condition report, warranty, fittings and electrical records. Record the £12,800 supplier package separately from all additional expenditure.
- Record the purchase within the September amendment's £15,000 ex-VAT tender limit, together with the purchaser, charitable asset ownership and current VAT recovery. Confirm the statutory basis for Council support; section 19 of the Local Government (Miscellaneous Provisions) Act 1976 is a relevant power for recreational facilities. [S21, O1]
- Record the planning route and Building Control requirements, accessible entrances, retained slab supports, existing-service reconnections and septic servicing. Verify the HIAB route and lift position. Retain the Natural England boundary confirmation.
- Confirm the chosen RAL colour with the landscape treatment, supplier availability and price validity through award, 3-4 week delivery, payment and acceptance terms. Assign key holders, cleaning, safety checks, bookings and claims before opening.

Separate Council and trustee decisions

The Committee recommends the service and preferred option. The corporate trustee's record should explain why the choice advances the charity's purposes and is proportionate for its beneficiaries. Full Council separately approves the reserve withdrawal and purchasing authority. Declarations of interest and the capacity in which each decision is taken should be recorded. The asset register, invoices, VAT treatment and any future transfer arrangements must reflect the agreed ownership and funding arrangements. [S2, S3, O1]

Delivery and service milestones

When	Evidence and action
21 September Committee	Select preferred option and agree the conditions for the Full Council recommendation.
Week commencing 21 September	Demolition scheduled; record completion and retained slab/services.
5 October Full Council	Consider the final budget and procurement authority. If checks are incomplete, state the unresolved condition rather than imply readiness.
Approval to opening	Track elapsed weeks, expenditure, readiness, hosts recruited and bookings. Credit the earlier option with actual additional sessions and visits.
At opening	Baseline condition and operating budget; trained key holders and session leads; cleaning and accessible use arrangements in place.
Six months after opening	Review actual visits, volunteers, cost, feedback, cancelled sessions and constraints. Adjust the offer.
Twelve months after opening	Compare performance with targets and net cost. Test whether lack of indoor space is limiting worthwhile demand.
Annually and by year five	Update life-cycle forecast and reserve needs; use evidence to develop the entrance, picnic, play and shelter proposals and funding strategy.

Record visits, distinct groups, participants, net visit contribution, volunteer attendance/hours, cancellations, running costs, access feedback and incidents. Target twelve volunteer sessions and six to nine qualifying visits per full operating year; report shorter first periods clearly. Review indoor capacity where it repeatedly limits bookings, and delivery arrangements if hosts or bookings fail to materialise.

11 Conclusion

The immediate requirement is a practical, accessible base for outdoor visits and volunteers. A offers the greatest indoor capacity, but demand for that additional space is unknown, risking poor value if it is underused; planning and fit-out also make it the slowest option. B is a small two-unit welfare base with a three-month supply period. C offers more space than B in one fitted building, a lower delivered price and delivery in 3-4 weeks, enabling earlier service. All include an accessible toilet and can contribute to the longer-term site vision. C is the preferred option on the evidence available.

Decision requested

Members are asked to select a preferred option and recommend to Full Council an allocation from the £100,000 Quarry Moor earmarked reserve. The assets would belong to the Alderman T F Spence Charity. Full Council must approve the final installed budget, annual operating allocation and purchasing authority.

Recommended approach

Proceed in principle with Option C: the used 32 ft × 10 ft steel canteen cabin from Container Cabins, with unisex WC and separately entered accessible WC, lining, insulation, full electrics and external repaint. The quoted £12,800 including delivery compares with £14,650 for B. C's approximately 29.7 m² gross footprint is about 70% larger than B's combined footprint, giving greater welfare potential without assuming whole-class teaching capacity. [O2]

Allow provisionally £18,500-£29,000 for the installed, accessible and landscaped scheme pending scoped quotes, with £3,000 annual property costs as a working assumption. The £24,000 modelling case retains £76,000 of reserve. C's 3-4 week supplier lead time is materially shorter than the three months for B's new unit, supporting earlier opening as well as lower purchase cost. The RPA agreement does not require an indoor classroom.

The preference rests on service fit, space, price and delivery; its small modelled whole-life saving over B is not decisive. Reconsider if the plan, access, condition, remaining life or complete price changes the assessment. B remains an alternative if C is unsuitable; A requires evidence of sufficient additional indoor use and an affordable funding plan.

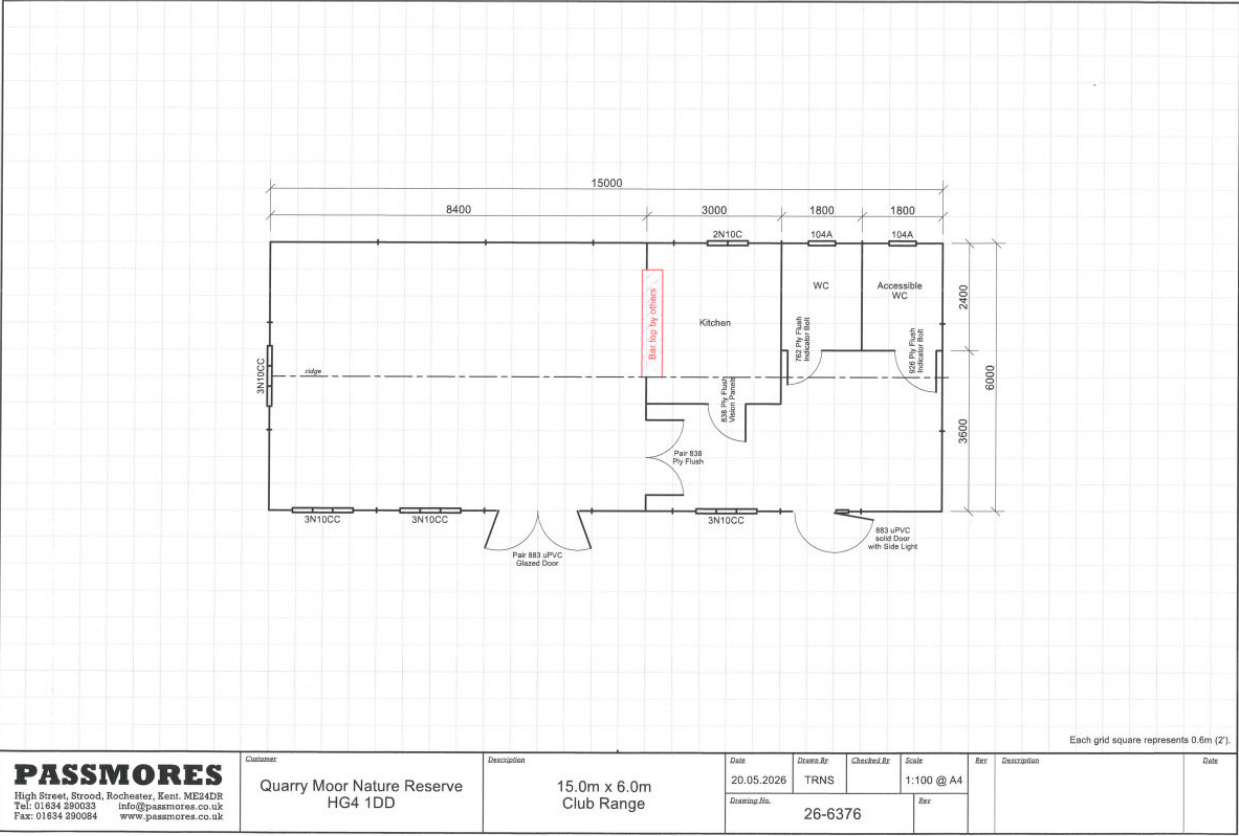
Proposed Committee resolution

- That the Committee endorses Option C in principle for the initial five-year programme, including an accessible toilet and accessible canteen, with targets of six to nine qualifying educational visits per full operating year and one supervised volunteer session per month, subject to recruitment and safe delivery.
- That the Committee recommends funding from the Quarry Moor earmarked reserve, with officers to present Full Council with the complete installation budget, annual operating allocation and proposed spending ceiling. The £12,800 supplier purchase is within the revised £15,000 ex-VAT tender limit and can proceed without a formal tender under the September amendment; the complete project budget includes the additional installation costs.
- That the Deputy Chief Officer, working with the Chief Officer as RFO and with LUCT and Committee input, completes the checks in section 10 so Full Council can consider final expenditure and purchasing authority on 5 October 2026. If authorised and ready, an order could follow on 6 October.
- That delivery progress is reported from Council approval, with service reviews six and twelve months after opening and annually thereafter. Findings will inform the wider five-year site plan and future funding applications.

This is a recommendation of the preferred option, not an immediate contract award. Full Council must agree the final spending ceiling and purchasing authority.

Appendix A Passmores supplier evidence

Supplier drawing 26-6376 dated 20 May 2026. Reproduced from the supplied plan for option appraisal; dimensions and compliance must be confirmed during design. [D3]



Verified quotation fact	Appraisal consequence
Basic delivered kit £25,570; with upgrades £28,384	The larger project estimate must include all work beyond the kit; do not duplicate the £1,080 delivery.
Usable floor area 85.84 m²	Substantial indoor capability compared with the cabins; demand for that extra area remains unproven.
Eaves 2.40 m; ridge 3.92 m	Option A is appraised as requiring planning permission, matching the footprint of the former hut.
Roof unboarded; tiles battens and breathable felt excluded	Price and coordinate roof completion and associated safe access.
Insulation/foundation advice in quotation and brochure	Confirm compatibility with the retained slab and intended heating; budget internal lining and insulation expressly.
Current quotation; circa six-week supplier delivery	The quotation is used as current for this appraisal. Assembly and fit-out extend the opening programme.

The brochure and March price list explain the range and optional services; the individual quotation controls the priced scope. The supplied April 2022 sale terms describe a 12-month defects remedy with exclusions, customer responsibility for approvals and potential price increases. Obtain current agreed terms before commitment. A defects period is not the asset’s useful life. [D2-D5]

Appendix B Cabin quotations and images

Cabin option	Quoted supply and delivery, ex VAT	Supplier lead time
B: accessible + single WC unit and separate canteen/WC	£9,200 + £4,800 + £650 transport = £14,650	Three months for the new unit
C: used fitted 32 ft cabin, including accessible WC and repaint	£12,150 + £650 transport = £12,800	3-4 weeks from order

Cabin quotations and transport confirmed through the supplier examples and officer updates. Installation costs are additional. [S15, S16, O2]

An illustration of how the 32 ft cabin could become a welcoming base for outdoor learning and volunteers, using a coordinated paint colour and landscaping to integrate it with Quarry Moor.



Artist's impression of what the 32 ft option could look like, painted and integrated into its surroundings. Supplied for illustration; this is not a scaled building drawing or an agreed site layout. [I1]

Colour and landscape treatment

The supplier's offer includes external repainting in one RAL colour of choice. A subdued green or another agreed tone, with planting and a clear accessible approach, could help the cabin sit comfortably in its setting. The illustration shows the potential for a coherent meeting place beside the reserve.

The paving, seating, planting and wider site features shown are indicative. Final siting and accessible entrances require a measured design. The current budget includes modest landscaping; the full treatment illustrated is not a quoted or approved scheme.

Appendix B Option C: example photographs

Example exterior, canteen, kitchenette and standard WC views supplied for the 32 ft option. [12]



Supplier example photographs, digitally enhanced with AI assistance for lighting and presentation and arranged as a collage. The standard WC is pictured; the separate accessible WC is described in the offer. Original images are retained with the working material. Photographs do not establish dimensions or condition.

Appendix C Sources and evidence

Public sources were reviewed on 15 September 2026; planning, accessibility, SSSI responsibilities and Heritage Fund guidance were reviewed on 16 September. The references distinguish signed funding terms, supplier information, Council project information and wider evidence. Comparable services show possible models; local bookings and complete installed prices still require confirmation.

Project documents and Council information

D1 RPA Funding Agreement, agreement 2259419, generated and accepted 13 May 2026, 21 pages. Relevant schedules: pages 1, 6, 14 and 19. D2 Quotation 26-6376, Passmores, 21 May 2026, two pages; used as current for this appraisal on officers' instruction. D3 Plan 26-6376, 20 May 2026. D4 Club Range Brochure 2025 and Club Range price list March 2026. D5 Terms and Conditions of Sale April 2022. Original documents held in the project file. D6 Quarry Moor Site Stewardship Tender, issue date 7 August 2026: source of the Quarry Moor logo and Council crest.

O1 Officer-supplied project information: ownership and finance, intended use, demand, procurement amendment, VAT, five-year strategy, accessibility and roles. Later clarifications include the Royal Engineers demolition resolution, the original hut's late-1970s planning permission, the quotation comparison, retained services and access, Natural England's boundary confirmation, and the cabin purchases falling within the revised tender limit. Proposed activity and future costs remain assumptions.

O2 Container Cabins offer relayed by officers on 16 September 2026: used 32 ft × 10 ft steel anti-vandal canteen, unisex WC, separately entered "DDA W/C", lining, insulation, full electrics and repaint in one RAL colour; £12,150 plus VAT. HIAB transport, offload and positioning: £650 plus VAT, also covering both B units together. C is available with 3-4 week delivery; B's new unit takes three months. Original offers and agreed terms belong in the procurement file. No measured C plan or condition report has been supplied.

I1 Artist's impression supplied by the officer on 16 September 2026, reproduced unchanged to illustrate repainting and landscape integration. I2 Five example cabin photographs supplied on the same date, enhanced with AI assistance and combined for presentation. These images support visual understanding; they are not measured plans, a condition survey or an agreed specification.

S1 [Charity Commission register](#)

Registered purposes and area of benefit.

S2 [Charity Commission CC27](#)

Informed trustee decisions and records.

S3 [Ripon financial regulations March 2026](#)

Reserve authority and financial controls; read alongside the September 2026 procurement amendment.

S4 [HM Treasury Green Book](#)

Proportionate options appraisal principles.

S5 [Karbon Homes Fountains Walk announcement](#)

390 homes off West Lane.

S6 [Ripon District Scouts annual report 2025](#)

Existing local scouting facilities.

S7 [RPA VED1 guidance](#)

Payment and eligibility; one visit per group.

S8 [Forestry England Delamere school visits](#)

Outdoor and self-guided school learning.

S9 [English Heritage Kirkham school visits](#)

Outdoor educational visits with no education room.

Appendix C Sources continued

S10 English Heritage Thornborough events

Volunteer-led outdoor tours.

S11 Forest Education Network temporary facilities

Shelter and welfare for outdoor educational access.

S12 Natural England public-body SSSI guidance

Responsibilities to conserve and enhance protected SSSI features.

S13 GPDO Schedule 2 Part 12

Local-authority ancillary development.

S14 Approved Document M volume 2

Accessible buildings and approaches.

S15 Container Cabins accessible and single WC

Advertised supply £9,200 excluding VAT.

S16 Container Cabins canteen with WC

Advertised used unit £4,800 excluding VAT.

S17 HIAB Services cost guidance

Indicative transport benchmarks; project quotation needed.

S18 British Institute of Cleaning Science

Task and site-based cleaning specifications.

S19 Ripon 2025 car-park resurfacing tender

Historical defects and proposed drainage/surfacing works.

S20 Charity Commission CC19

Risk-based charity reserve policy.

S21 Local Government Miscellaneous Provisions Act 1976

Section 19 recreational facilities.

S22 Environment Agency septic guidance

Desludging and registered waste carriers.

S23 Natural England children's survey 2025

Outdoor learning and priorities for natural spaces.

S24 Natural England adult survey 2025/26

Visit frequency, motivations and facility concerns.

S25 Department for Education science curriculum

Local habitats, plants, animals and observation.

S26 Moorside Primary School Forest School

Existing local outdoor learning programme.

S27 Open Country Access for All

Accessible-route information includes surfaces, benches and toilets.

S28 HSE outdoor working

Weather-sensitive risk management and welfare.

S29 Government planning determination guidance

Usual eight-week period after validation for other applications; extensions possible.

Appendix C Cost and delivery sources

S30 Royal Docks Electrical commercial fit-out guide

Published specialist comparator; London rates, not a Ripon quote.

S31 Builders Megastore PIR insulation

100 mm board supply example £50.65 excluding VAT per 2.88 m².

S32 School Toilets accessible sanitaryware pack

Doc M pack from £1,058 excluding VAT; room works extra.

S33 DIY Kitchens base-unit catalogue

Cabinet-only pricing; doors, worktops, fittings and installation additional.

S34 Checktrade roofing cost guide

Professional-estimator-verified published benchmarks; specification-dependent.

S35 Polyflor safety flooring supplier

Supply-only floor pricing; preparation and fitting additional.

S36 National Heater Shops panel heater

£90 excluding VAT equipment example; not a heating design.

S37 Yorkshire Property Maintenance published prices

Regional labour comparator; final scope and VAT treatment need confirmation.

S38 HSE construction-client responsibilities

Competent appointments, time and resources.

S39 North Yorkshire Building Control

Building Regulations approval is separate from planning.

S40 National Lottery Heritage Fund grant guidance

Current partnership-funding thresholds and eligible forms of contribution; reviewed 16 September 2026.

Key limits on the recommendation

Final installed quotations, service condition, measured layouts, access designs, cabin remaining life and actual running costs require confirmation. C's supplier availability and 3-4 week delivery are officer-confirmed; validity at award must be secured. Every option must provide accessible toilet and welfare facilities. No school bookings, active visit leaders or private consultation users are confirmed. LUCT and maintenance costs are forward estimates. The preference for C should be reviewed if the evidence changes materially.

The septic system needs a service review before reopening. General binding-rule guidance recommends removal of accumulated sludge at least annually or in line with manufacturer instructions, using a registered waste carrier. The servicing figure in this report is a budget allowance only. [S22]

Events 2027 (proposed)

				Indicative Cost	
				Music	Facepainting Total
Market Day Melodies	25th March & 1st April (Easter)	2	Music & Facepainting	£700.00	£1,180.00
Market Day Melodies	3rd June (Half Term)	1	Music & Facepainting	£350.00	£590.00
Market Day Melodies	1st, 8th, 22nd & 29th July (excludes GYS)	4	Music ONLY	£1,400.00	£1,400.00
Market Day Melodies	5th, 12th, 19th, 26th August (summer Hols)	4	Music & Facepainting	£1,400.00	£2,360.00
Based on music averaging at £350 per session and facepainting at £240 - both 2026 costs					£5,530.00
Mayor Making/Annual Mtg	Weds 19th May				£2,750.00
Freedom Parade/Installation	Sun 23rd May				£5,000.00
Childrens Fun day (Aug bank Holiday)	Sat 28th August - 12-7pm				£20,000.00
Battle of Britain	Sun 12th Sept (10.30 - 1pm)				£600.00
Remembrance	Sun 14th November				£4,500.00
Christmas Lights Switch on	Sat 20th Nov				£20,000.00
Carols Round the tree	Sat 18th Dec 3.30 - 4.30pm				
New Years Eve	Fri 31st Dec				£20,000.00

Member Briefing Ripon Town Hall Public Engagement Findings

Purpose

To report the results of three public open days held at Ripon Town Hall in summer and September 2026, and to identify what the early feedback means for Phase Two options work.

The format of the engagement days remained roughly the same across the three days, with the public welcome to enter the building throughout, having access to the chamber, which was set out with various interactive activities as well as some printed interpretation histories of the building. Members of the public could then sign up to tours with a maximum of 20 on each, and the tour was roughly an hour, which consisted of roughly half exploring the hidden and now unused areas of the Town Hall not usually open to the public, which included the Minstrels' Gallery as well as the basement of the Town Hall, and the second half being a deeper dive into the history of the building and select collections, with Geoffrey, our bellman, and laterly Wayne, Hornblower, delivered.

Evidence at a glance

Measure	Recorded result
First open day tour figures	Approximately 35 visits
29 August tour figures	Approximately 40–50 visits
12 September Heritage Open Day tour figures	60 visits
Three sessions combined	Approximately 135–145 tours
Written feedback	Approximately 50 Post-it contributions across the three sessions
Wider exposure	More than 8,000 cumulative views of related Council Facebook posts, e mailing list launched with successful initial sign ups

What people suggested

The retained Post-it board captured a broad mix of uses. No single proposal dominated. Recurring themes were:

- **Heritage and local history:** displays, exhibitions and interpretation of the Town Hall and Ripon.
- **Arts and culture:** music, theatre, recitals and other flexible cultural activity.
- **Events and income:** weddings, functions, tea dances and room hire.
- **Community and regular use:** meeting space, co-working, youth activity and rooms for local groups.
- **Public access:** more opportunities to enter, explore and use the building.

Main findings

The feedback points towards a flexible mix of civic, heritage, cultural, community and event uses, while retaining the Town Hall's historic character. Visitors showed interest in the building itself, including access to the Council Chamber and other civic spaces. Photographs record people viewing displays and engaging with the consultation; these should be retained with the written feedback and attendance record.

Implications for Phase Two (Future Capital Works)

This is a useful early baseline from self-selecting visitors, not a representative preference poll or a decision on the future scheme. The next stage should test combinations of uses against room

suitability, conservation, access, operating costs and likely demand. Focused engagement with specific groups such as local charities and businesses should examine:

- **Use and frequency:** which activities would attract regular visits, including younger people, schools and community groups.
- **Viability:** demand for events, weddings and hire, and willingness to pay.
- **Public benefit:** accessibility needs, heritage interpretation and the balance between civic, community and income-generating uses.



Honorary Freeman of the City of Ripon medals

Full Council | 5 October 2026 | Briefing and quotation comparison

Three suppliers have responded to the request for three Honorary Freeman medals. Their prices reflect different materials and specifications. Full Council is asked to choose one supplier on 5 October and authorise an order within a spending limit agreed at the meeting.

Price comparison

Supplier	Three medals excl VAT delivered	Basis	Material and scope
██████████	£565 £625.00 boxed	£185 die + 3 × £120; boxes £20 each; delivery £20	40 mm copper pendant, nickel then gilt finish; 32 mm polyester ribbon; delivery unquoted.
████████████████████ ██████	£840.00	3 × £275 + £15 delivery	Zinc alloy, imitation gold and antique bronze plating; engraving and cases included.
████████████████████	£1,857.06 indicative	£766.50 reduced die + 3 × £363.52	Sterling silver gilt, hard gold plated details, case and ribbon; carriage extra. Unit price quoted for five.

Prices exclude VAT unless stated. Fattorini excludes packing and carriage ██████████' £840 includes its stated £15 delivery. The suppliers have not quoted an identical specification, so price alone does not establish comparable quality.

Points for Council

- ████████ is the lowest priced option. It now specifies a copper pendant with nickel and gilt finishes, imitation hard enamel, a polyester ribbon and a stick pin with safety cap. Its stated production time is 8–10 weeks; delivery cost remains unconfirmed at the point of publication.
- ██████████ offers a complete price for three full-size medals, with personalised engraving, boxes and delivery. Its proposed base metal is zinc alloy with plated finishes.
- ██████████ offers sterling silver gilt and a detailed relief specification. The quoted unit price is for five medals; the three-medal figure above is an arithmetic illustration, not a supplier quotation. The cheaper gilding-metal variant is also an estimate only.

Decision requested

That Council selects one of the three suppliers for three Honorary Freeman medals, approves a maximum total cost inclusive of VAT, die charges and delivery, and authorises the Deputy Chief Officer to place the order on 6 October 2026. Before placing it, the officer will confirm the chosen design and materials, the final delivered price within that limit, and the production timescale. If Crest is selected, Council should specify whether presentation boxes are required.

Quotation details and qualifications

██████████ quoted a one-off die at £185, three individual medals at £120 each, and optional presentation boxes at £20 each (£60). This gives £565 without boxes or £625 with three boxes, excluding VAT. ██████████ confirmed a 40 mm wide copper pendant, coated with nickel for brightness and finished in gilt, with Pantone imitation hard enamel. Its 32 mm wide polyester ribbon has a moiré watermark finish. The top bar has a rear stick pin and safety cap. Die and medal production is estimated at 8–10 weeks from receipt of order.

██████████ Their quote selects three medals at £275 each (£825), plus £15 DPD delivery: £840 excluding VAT. The full-size medal is described as a 44 mm star-burst in zinc alloy with imitation gold and antique bronze plating, a 32 mm suspension bar and brooch fastening. Personalised engraving and a presentation box are included. Three miniature medals at £145 each appear in the quote but are not selected and are excluded here.

██████████ Quotation Q0089994, dated 26 August 2026, prices five sterling silver gilt pendants at £363.52 each and shows a total die charge of £817.60, subsequently reduced by email to £766.50. The five-medal total using that reduced charge is £2,584.10 excluding VAT, packing and carriage. Applying the same unit price to three gives £1,857.06 excluding VAT, packing and carriage; the supplier has not confirmed that quantity or price. The proposed pendant is 34.5 × 39 mm including its ring, with a sterling silver gilt top bar, hard gold plated highlights, a red ribbon and a case. Stated lead time is about 8–10 working weeks from order.

██████████ also estimated that substituting gilding metal for sterling silver in both pendant and bar would save about £80–£100 per pendant, while retaining 24 carat gold plating. On the unconfirmed three-medal basis, that suggests £1,557.06–£1,617.06 excluding VAT, packing and carriage. This is not a formal alternative quotation.

Illustrative designs

The images accompanying the quotations illustrate different visual approaches. ██████████ updated image marks the 32 mm ribbon and 40 mm pendant widths. Final manufacturing artwork should be confirmed with the chosen supplier.

██████████	██████████	██████████
		



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2026/27 APPLICATION FORM

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

Section 1 – Applicant Details

Name of Organisation: To whom a cheque will be paid if an award is made.	[REDACTED]
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	[REDACTED]
Position in Organisation: E.g. Chair / Secretary.	JOINT CHAIR WITH [REDACTED]
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	YES	☒
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?	RUN ENTIRELY BY VOLUNTEERS

How many other members does your organisation have?	NONE
How many paid staff does your organisation employ? Please give a full time equivalent.	NONE
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?	£3104.46
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	N/A

Section 3 – Project Details

Project Title:	RIPON YOUNG MUSICIANS OF THE YEAR COMPETITION 2026
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	THE COMPETITION IS OPEN TO YOUNG MUSICIANS UP TO AND INCLUDING THE AGE OF 18 WHO LIVE, ARE AT SCHOOL, OR HAVE MUSIC LESSONS, WITHIN A 15 MILE RADIUS OF RIPON. RYMY AIMS TO ENCOURAGE LOCAL YOUNG MUSICIANS UP TO AND INCLUDING 18 YEARS OF AGE AND TO GIVE THEM AN OPPORTUNITY TO PERFORM AND FOR THEIR TALENT TO BE RECOGNISED.
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	ST JOHN'S CHURCH BERRYGATE LANE SHAROW RIPON HG4 5BJ

<i>How many people do you expect to benefit from this project?</i> Please give an estimate of numbers.	BETWEEN ABOUT 50 TO 60 COMPETITORS				
<i>Will it be Ripon residents who benefit from your project?</i> Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents). Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:					
Wholly		Mainly	✓	Partly	
<i>Which sectors of the Ripon community will your project benefit?</i> Please tick all that apply.					
Community	✓	Welfare		Sport	
Health		Education	✓	Arts	✓
Culture	✓	Leisure		Minority Groups	
Youth	✓	Families	✓	Elderly	
Commerce					
<i>How will your project benefit Ripon?</i>		IT WILL BENEFIT THE MUSICAL LIFE OF RIPON.			
<i>What evidence do you have to show that there is a need for your project in Ripon?</i>		THE COMPETITION HAS BEEN RUN SUCCESSFULLY FOR MANY YEARS			
<i>Project Start Date:</i> 20th NOVEMBER 2026			<i>Project End Date:</i> (If Applicable) 21st NOVEMBER 2026		
Section 4 – Costs & Funding					
<i>Please set out the estimated costs of the project:</i> 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.					
North Street Prints printing charges					£184
Adjudicator's fee					£300
Lunch for Adjudicator and Committee					£25
Cost of wine					£70
Cost of tea/coffee etc					£15

Stationery & cord	£11
Venue hire charge	£365
Helen Tabor Programme design	£150
Cash Prizes for Competitors (FINANCED SOLELY BY THE ORGANISERS)	£350
Website	£63.97
Total Cost of Project	
Figure to match total funding, below.	
£1534	
How will your project be funded?	
Name of Funder	Funding Confirmed Yes / No
£	
Ripon City Council – Small Grants Scheme	
Not to exceed £1,000	
Organisation's Financial Contribution (if any).	
Total Funding	
Figure to match total costs, above.	
£1534	
<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>	THE FUNDING HELPS TO SUSTAIN THE COMPETITION
<i>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	INCOME FROM ENTRY FEES, PROGRAMME SALES, RAFFLE, BAR, SPONSORS.
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	WEBSITE DESIGNED AND PUBLISHED BY THE ORGANISERS www.riponyoungmusicians.com

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?

NB small prizes are funded by the organisers. No grant funding is sought for this.

Income is dependent on the number of entrants, last year 58. The increase in the number of entrants in the last few years has allowed the competition to seek a lower grant.

NB the cost of the competition is kept low because the piano is owned by Christopher Tunnard who makes no charge for its use.

Section 6 - Checklist

<i>Have you included:</i>	<i>Yes / No</i>
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	NO
The most recent set of audited accounts for your organisation?	YES
3 quotations for costs or items over £1,000?	NO
Details of any consents required (e.g. planning permission)?	NO
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?	NO
Any other relevant documentation? Please detail below:	

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

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

By signing this declaration I declare that:

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

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

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

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

Signature:



Printed Name:



Date:

29th August 2026

Please return this form by post to:

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



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2026/27 APPLICATION FORM

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.	
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.	
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	✓	No	
How is your organisation best described? Please tick one only.				
A registered charity.				
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state: COMMUNITY SPORTS ORGANISATION				✓
How many trustees / members of your organisation's management committee are there?				7
How many volunteers does your organisation benefit from?				12

How many other members does your organisation have?	28
How many paid staff does your organisation employ? Please give a full time equivalent.	NONE
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?	£ 12,856
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	PAYING FOR UTILITIES, ONGOING REPAIR OF THE CLUBHOUSE AND MAINTENANCE OF THE GREEN, REPLACING WORN OUT EQUIPMENT.

Section 3 – Project Details

Project Title:	BOWLING GREEN MAINTENANCE + IMPROVEMENT				
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	MAINTENANCE OF THE BOWLING GREEN'S PLAYING SURFACE WHICH IS AN ONGOING PROJECT TO PROVIDE A BETTER EXPERIENCE AND PLAYING SURFACE. ERECTION OF A POST AND LINK CHAIN BARRIER TO LIMIT UNWANTED FOOTFALL ON THE GRASS FOLLOWING AUTUMN MAINTENANCE WORK. (SEE SEPARATE SHEET)				
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	BOWLING GREEN IN THE SPA GARDENS PARK				
How many people do you expect to benefit from this project? Please give an estimate of numbers.	APPROXIMATELY 40 MEMBERS PLUS MEMBERS OF THE PUBLIC WHO PLAY THROUGHOUT THE SEASON				
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?	THE BOWLING GREEN IS AN AMENITY OPEN TO ALL. BY IMPROVING THE PLAYING SURFACE IT WILL MAKE THE EXPERIENCE MORE ENJOYABLE FOR THE CLUB AND ALL THE VISITING TEAMS		
What evidence do you have to show that there is a need for your project in Ripon?	WE ARE LOSING PLAYERS TO OTHER CLUBS IN THE AREA AND THE PLAYERS FROM OTHER CLUBS WHO PLAY AGAINST US IN THE FRIENDLY MATCHES AND THE DALES MAN LEAGUE COMPLAIN ABOUT THE RINK.		
Project Start Date:	SEPTEMBER 16 th 2026	Project End Date: (If Applicable)	ONGOING

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	£
AUTUMN 2026 MAINTENANCE OF GREEN	1,200.00
ANTICIPATE FURTHER WORK NEEDED IN SPRING 2027	1,000.00
POSTS / CHAIN LINKAGE / CONNECTORS	288.49
Total Cost of Project Figure to match total funding, below.	
	2488.49

How will your project be funded?

Name of Funder	Funding Confirmed Yes / No	£
Ripon City Council – Small Grants Scheme		1,000.00
Not to exceed £1,000		
Organisation's Financial Contribution (if any).		1,488.49
CLUB WILL PAY FOR REST OF WORK		
Total Funding Figure to match total costs, above.		2,488.49

If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:	TO ALLOW US TO USE OUR SAVINGS FOR FUTURE WORK IN FOLLOWING YEARS. THIS WILL ALLOW US TO SUSTAIN AND IMPROVE THE GREEN AND COVER REFURBISHMENT OF CLUB HOUSE
--	--

How do you intend to continue to fund the project if there will be ongoing running costs?	USING OUR RESERVES AND SEEKING SUPPORT FROM EXTERNAL FUNDING SOURCES
Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.	CLUB MEMBERS VOLUNTARILY GIVE THEIR TIME TO ASSIST IN ANY WORK THAT NEEDS TO BE DONE E.G. WATERING THE GRASS

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?

THE BOWLING CLUB WAS ESTABLISHED IN 1923 FOR THE BENEFIT OF RIPON AND TO ENHANCE THE SPA GARDENS. AS CUSTODIANS WE ARE KEEN TO KEEP THE CLUB GOING AND IMPROVE IT'S FACILITIES. THE CLUB ARE EAGER TO INCREASE THE MEMBERSHIP AND TO DO SO NEEDS A REASONABLE PLAYING SURFACE FOR MEMBERS AND FOR ALL THE TEAMS FROM NEIGHBOURING CLUBS WHO PLAY HERE.

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?	YES
Details of any consents required (e.g. planning permission)?	YES
Documents which show how you have evidenced the need for your project in Ripon?	YES
Details of lease / rental agreements if your project involves a building or premises?	YES
Any other relevant documentation? Please detail below: COPY OF PLAN FROM LEASE ISSUED IN MARCH 2025	YES

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

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

By signing this declaration I declare that:

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

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

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

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

Signature:



Printed Name:



Date:

14.9.2026

Please return this form by post to:

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

SECTION 3

DESCRIPTION OF PROJECT - Continuation

THE OPEN ASPECT OF THE BOWLING GREEN MAKES IT VULNERABLE TO ANTI-SOCIAL BEHAVIOUR e.g. RIDING OF BIKES, PLAYING FOOTBALL WHICH DAMAGES THE RINK SURFACE CAUSING ADDITIONAL AND UNPLANNED COSTS FOR THE CLUB.



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2026/27 APPLICATION FORM

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

Section 1 – Applicant Details

Name of Organisation:

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

[REDACTED]

Main Contact:

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

[REDACTED]

Position in Organisation:

E.g. Chair / Secretary.

[REDACTED]

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)

SEE SECTION 5 FOR DETAILS AS TO WHY THIS IS NOT FILLED IN

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?	
How many volunteers does your organisation benefit from?	

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

Section 3 – Project Details

Project Title:	Ripon Community Showcase (Formally Sights and Sounds)
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	Ripon Community Showcase (RCS) is building on the successful work of Sights and Sounds by bringing together community organisations across the city to profile the ways in which people can get involved in the community. A day event with events happening across the Cathedral, Library, Museums, Ripon Arts Centre and Ripon Community House. We are expecting in the region of 40-50 groups showcasing who they are, what they offer and how individuals, families and young people can get involved as volunteers or access support. The groups are all local voluntary or charitable bodies supporting health, wellbeing and environmental projects, across a range of activities and social groups covering all different ages. Examples include: • Brownies and Guides • Ripon Writers • Dementia Forward • Ripon Theatre Trust • Ripon YMCA • Lower Ure Conservation Trust Throughout the day there will be a range of performances giving local choirs and theatre groups the opportunity to perform and activities at the various venues increasing engagement for residents with the resources on their doorstep

Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.		Ripon			
How many people do you expect to benefit from this project? Please give an estimate of numbers.		2000			
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	x	Partly	
Which sectors of the Ripon community will your project benefit? Please tick all that apply.					
Community	x	Welfare	x	Sport	
Health	x	Education		Arts	x
Culture	x	Leisure	x	Minority Groups	
Youth	x	Families	x	Elderly	x
Commerce					
How will your project benefit Ripon?		By celebrating and showcasing the many groups in our City and helping those groups make connections with one another it supports their sustainability and increases the opportunities for people to get involved with volunteering. which improves mental & physical health for individuals, while also strengthening social bonds, filling critical service gaps in the community, and fostering a sense of civic pride and community cohesion.			
What evidence do you have to show that there is a need for your project in Ripon?		The organisations who have participated at the previous event called Sights and Sounds have given strong feedback that they value what this event offers and with better marketing really want this to continue.			
Project Start Date:			Project End Date: (If Applicable)		
Section 4 – Costs & Funding					
Please set out the estimated costs of the project: Important - Ripon City Council requires sight of at least 3 quotes for single items or projects costing £1,000 or above. Please remember to attach these; otherwise your application <u>will not</u> be processed.					
<i>Item</i>					<i>£</i>
Hire of tables for stalls in the Cathedral nave					400
Additional staffing costs for the set up and running of the main showcase space					100
Refreshments to support volunteers					100
Marketing costs					300
Resources for activities					100
Total Cost of Project					1000
Figure to match total funding, below.					

How will your project be funded?		
<i>Name of Funder</i>	<i>Funding Confirmed Yes / No</i>	<i>£</i>
Ripon City Council – Small Grants Scheme		1000
Not to exceed £1,000		
Organisation's Financial Contribution (if any).		
Total Funding Figure to match total costs, above.		1000
<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>		
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	A core planning group from the lead organisations are all giving their time to plan and deliver the event including designing marketing, arranging bookings and running the event on the day. Ripon Cathedral is giving the use of the Cathedral as a gift in kind which at commercial hire rate would be £4000 North Yorkshire Council are printing fliers and one banner	
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> I am applying for the grant on behalf of all the organisations listed above as the Cathedral has the infrastructure financially to be able to administer this on behalf of this informal partnership. Accountability for the spend of the fund will be through the working group made up of representatives of the groups listed at the top of this application with details of costs and expenses brought to each of the planning meetings. Costs are approximate and should there be any surplus remaining at the end of the event it shall be returned to the council.		

Section 6 - Checklist

Have you included:

Yes / No

A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?

The most recent set of audited accounts for your organisation?

3 quotations for costs or items over £1,000?

Details of any consents required (e.g. planning permission)?

Documents which show how you have evidenced the need for your project in Ripon?

Details of lease / rental agreements if your project involves a building or premises?

Any other relevant documentation? Please detail below:

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

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

Signature:

[REDACTED]

Printed Name:

[REDACTED]

Date:

Please return this form by post to:

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