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

Date: 5th October 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 C Hardisty
Cllr B Brodigan
Cllr P Horton
Cllr J Martin-Long
Cllr J Crozier
Cllr G Camplejohn
Cllr P McHardy

In Attendance

Canon Michael Gisbourne
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**
175/26	1. To **receive** apologies ***Apologies were received from Cllr S Hawke*** 2. To **approve** reasons for absence ***APPROVED***
176/26	To **request** any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation. ***Cllr Williams declared an interest in anything that may come before them as a member of NYC's area planning committee and NYC generally.*** ***Cllr Brodigan declared an interest in anything that may come before them as a member of NYC's area planning committee and also with regards to Item 186/26, on the Home to School Transport Appeals***

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	Committee, also a Foundation Governor at Ripon Grammar School, and Academy Councillor at Outwood Academy.
177/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item. ***Three members of the public spoke regarding item 183/26.***
178/26	To **consider** and **approve** the Minutes of the Meeting held: Monday 7th September 2026 *(pages 4-9 of councillors agenda packs)* as a true and accurate record of proceedings held. ***APPROVED, Cllr Williams subsequently updated on Yorkshire Water's possible attendance at the next Full Council meeting, and that officers are to register interest for the meeting in order to gauge public attendance for capacity purposes.***
179/26	**Financial Matters** 1. To **receive** the Income and Expenditure Report for the period 1st September 2026 to 30th September 2026. *(Pages 10-14)* 2. To **receive** the list of payments for the period 1st September 2026 to 30th September 2026. *(Pages 15-16)* 3. To **note** that the bank reconciliations to 31st August 2026 have been signed in accordance with Financial Regulations. 4. To **receive** a quarterly statement of the savings - reserves - investment accounts for Ripon City Council *(pages 17-21)* ***1-4 TAKEN ON BLOCK AND APPROVED***
180/26	**Policies** 1. To **review** and **agree** the Training policy *(pages 22-24)* ***NOT APPROVED; TO BE REFERRED BACK TO HR COMMITTEE TO STUDY FURTHER*** **2.** To **review** and **agree** the Privacy Notice for Staff, Councillors and Role Holders *(Pages 25-33)* ***APPROVED***
181/26	**Planning Matters** To **consider** planning matters as detailed on the planning Appendix *(pages 34-36)* ***NO OBJECTIONS RAISED***
182/26	**Ripon City Centre** 1. Bedern Court – to **consider** writing to Bedern Court Limited with regard to concerns raised over the current condition of land at Bedern Court 2. Peacocks Passage – to **consider** writing to North Yorkshire Council over the public right of way that is Peacocks passage that should be reinstated. **1-2 TAKEN ON BLOCK AND APPROVED.** 3. Windows Fishergate (formerly Stuff for Offices) - to **consider** requesting that North Yorkshire Council assess the bright yellow Fishergate

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	shopfront's impact on the Ripon Conservation Area and seek a more sympathetic finish. **APPROVED**
183/26	**Consultation on Homes England junction alteration proposals** To **discuss** the proposals for the Bondgate/Dallamires Lane Junction and consider appropriate action. *(Pages 37-38)* ***Members discussed the Bondgate / Dallamires Lane proposals and raised concerns about traffic displacement, pedestrian safety, congestion and air quality. Members emphasised the need to consider the whole affected route and the impact on Ripon's narrow historic streets.*** ***Resolved unanimously to write to North Yorkshire Council requesting that, in conjunction with Homes England, it review the wider traffic management proposals, reconsider replacing the existing Skellgate traffic lights with a roundabout, and ensure that all associated junction improvements properly address the needs of pedestrians, residents and other road users.***
184/26	**Quarry Moor Business Plan** To **consider** the recommendation of the Alderman TF Spence Committee and adopt option C of the proposed Business Plan for the Hub. *(pages 39-61)* ***OPTION C OF THE BUSINESS PLAN APPROVED: TO ORDER A NEW HUB FOR QUARRY MOOR ON A FIVE YEAR BASIS, USING, FOR PLANNING PURPOSES: Paragraph A(a) of Class A, Part 12, Schedule 2 to The Town and Country Planning (General Permitted Development) (England) Order 2015 (S.I. 2015/596).***
185/26	**Transport Plan Consultation for York and North Yorkshire Combined Authority** To **agree** to delegate responsibility to the Transport Working Group to collate a combined response and fill out the survey. **AGREED.**
186/26	**Notice of Motion: Home to school Transport** This council resolves to write to North Yorkshire as part of their public consultation on Home to School Transport to request that as both Ripon Grammar School and Outwood Academy are directly opposite each other and that they share the same coach park facility that North Yorkshire Council exercises common sense and views them both as the nearest school to those resident in villages around Ripon. This will remove the unfair situation where parents of children living to the north of Ripon qualify for transport to Ripon Grammar School but those living to the south do not. Proposed by: Cllr Hunt

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	Seconded by: Cllr Crozier ***Council considered Cllr Hunt's Notice of Motion.*** ***An amendment was proposed by Councillor Brodigan and seconded by Councillor McCardy, requesting that North Yorkshire Council use its existing discretionary powers to implement the proposed change with immediate effect, so that it would apply to children starting in 2027 rather than the 2028 school year, and apply it retrospectively to families denied transport in 2025 and 2026 on this basis.*** ***THE AMENDMENT WAS NOT APPROVED.*** ***APPROVED: That the original Notice of Motion be ACTIONED.***
187/26	**Events 2027** To **review** and **agree** the suggested events schedule for 2027 and indicative budget based on this years figures. *(Page 62)* ***APPROVED***
188/26	**Ripon Town Hall** 1. To **discuss** the lights on the ground floor windows following the façade works completion. ***An update was given by the Deputy Chief Officer on the works, inviting members to critique the colours shown on the sample panels following the meeting. Given the proposed lighter colouring of the building, it was APPROVED that the Deputy Chief Officer bring back quotes for an RGBW (coloured) lighting installation for both upper and lower cills.*** ***An update was also given on the poor condition and safety of the upper masonry; RCC will seek a contribution from NYC on account of this.*** 2. To **note** an update on Town Hall engagement days 2026 *(pages 63-64)* ***NOTED***
189/26	**Freedom of City** To **consider** quotes for the proposed freedom of the city regalia. *(Pages 65-67)* ***CREST REGALIA QUOTE APPROVED.***
190/26	**Small Grants Scheme** 1. To **consider** a small grants application from Ripon Young Musicians of the Year *(Pages 68-73)* 2. To **consider** a small grants application from Ripon Spa Bowls Club *(Pages 74-79)* 3. To **consider** a small grants application from Ripon Community Showcase (Previously known as Sights and Sounds via Ripon Cathedral) *(Pages 80-85)* **ALL WERE TAKEN ON BLOCK. AN AMMENDMENT WAS SUCCESFUL TO NOTE THAT THE CURRENT SCHEME WILL BE CLOSED AFTER NOVEMBER 30TH , MEANING LAST APPROVALS WILL BE AT THE**

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	DECEMBER FC MEETING, SO THAT PRECEPT CAN BE ACCURATELY SET IN JANUARY, AS PER THE PRIOR YEAR.
191/26	**Hornblower** To **grant** dispensation for the Hornblower to blow the horn and the Bellman to ring the bell at the departure of a BBC Children in Need challenge 9th November. ***GRANTED***
192/26	**Full Council Meetings** 1. To **review** and **agree** a change to February and March meeting dates 2. To **consider** cancellation of the April Full Council Meeting ***1-2 TAKEN ON BLOCK AND APPROVED. FULL COUNCIL FOR FEBRUARY AND MARCH WILL NOW BE ON THE 15TH OF THEIR RESPECTIVE MONTHS.***
193/26	**Update from Cttee Chairs. [please note that this item does not allow for the introduction of new matters]:** 1. Alderman TF Spence ***Cllr Martin-Long delivered a verbal update that the old hut has been removed, and that a new one will soon be delivered, and thanked Homes England for their consideration of landscaping through their Social Value procurement. Furthermore that 5, 10, and 15 year plans are being developed. This was supported by comments from Cllr Crozier and Flatley***. 2. Hugh Ripley Hall 3. Events Committee ***Cllr Williams, delivered a verbal update on the council's festive and new year events, including the new Carols Around the tree event.***
194/26	**To receive the following verbal reports:** 1. Reports from North Yorkshire Councillors if appropriate – for information only. ***RECEIVED*** 2. Reports from members and/or the Deputy Chief Officer on external organisations. ***A verbal report was given on behalf of the Chief Officer, to note the office has conducted a data audit and will be deleting old personal data and recording destruction, as part of AGAR assertion 10. Also to note that a Respect and Dignity for All notice has been displayed in the office as part of the Employment Rights Act 2025.*** 3. Report from Ripon Together. ***RECEIVED*** 4. Report from Ripon Bid. ***RECEIVED*** 5. Mayoral Announcements/Engagements. ***RECEIVED***

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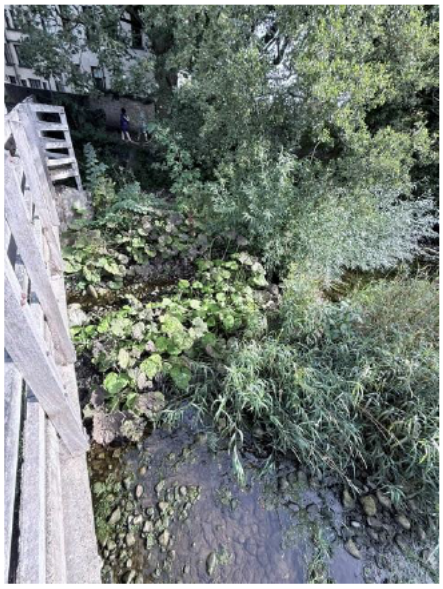
Alma Bridge and Weir update

A resident has been in touch with a Councillor regarding the state of the river close to Alma Bridge/Weir, as you can see from the photographs, the area is now extremely overgrown. The vegetation is so extensive that you can barely see the river in places and the area doesn't feel particularly safe from a flood risk perspective as the flow of the river will undoubtedly be impacted by this.

"It's an area used regularly by older residents, families and dog walkers, so I'm concerned about both the appearance and accessibility of the area. I appreciate that the river is currently very low, but the amount of overgrown vegetation and trees within the river itself is also becoming a real concern. I'm particularly worried about whether this could have an impact on the flow of the river when we get periods of higher water.

It is also an iconic view of Ripon, with the river, bridge and Cathedral, and at the moment the overgrown foliage is really taking away from what should be a beautiful part of the city.

I really feel that something needs to be done as soon as possible, ideally before we get further into autumn and winter. Could you please have a look at who is responsible for the land/riverbank and see what can be done to get this addressed?"





The yellow line on the picture to the right shows where the river bank was and the extent of the overgrowth into the flow of the river. →



Skellfield Terrace (Old Mill race)

I am contacting you regarding the overgrown area near the end of skellfield terrace just opposite Alma House.

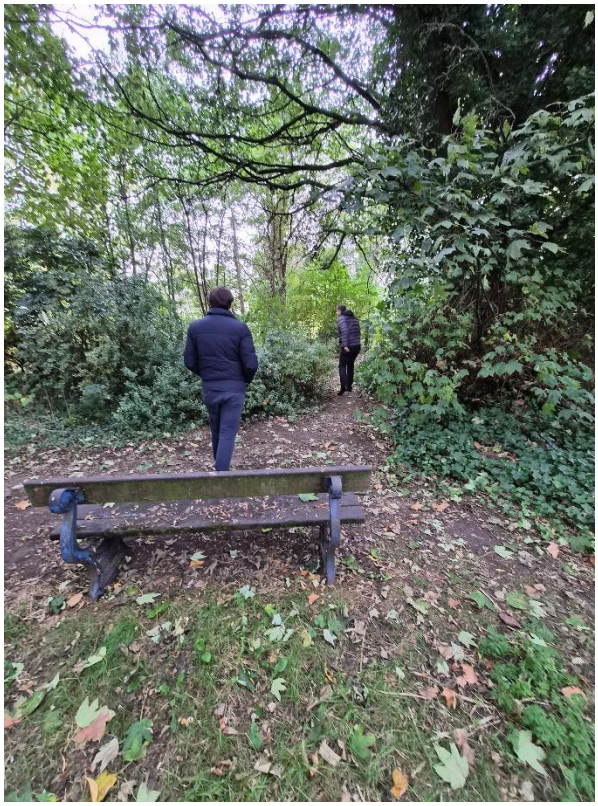
I have been a resident of Skellfield terrace for 24 years, the council used to maintain this area but recently it has become very neglected, the trees are becoming an issue and overhanging towards the flats, however my main reason for contacting you is the mill race. This is an important part of Ripon history and the original mill stone is still in place, trees are starting to sprout and the race is filled with ivy and brambles

Myself and a few neighbours cleared it a bit last summer but the issue is disposal of shrubbery, the lions also offered to help but again same issue

Skellfield residents would be happy to help but it would be great if the council would clear this area and also a plaque would be beneficial so people can learn about the history and why it's there.

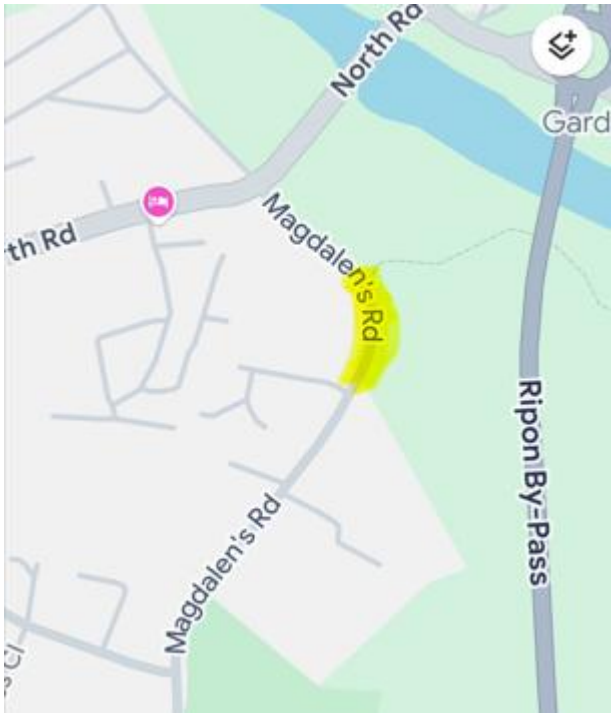
I have attached a few images but would be happy to discuss further either via email or in person





Magdalens Road

A request from a resident has been received that Magdalen's Road in Ripon needs to have double yellow lines at the area indicated below. The resident advised that there were double yellow lines on this stretch previously but following resurfacing they were never reinstated and increased vehicular parking on both sides of the road make navigating that corner very dangerous.





8 Westgate
Ripon HG4 2AT
01765 530 910 www.riponbid.co.uk

Ripon City Council
Town Hall
Market Place South
Ripon HG4 1DD

24th July 2026

Dear Ripon City Council

Re: Request for Contribution – Replacement of "Stay Awhile" Welcome Signs

I am writing on behalf of Ripon BID to request a contribution from Ripon City Council towards the cost of replacing one of the "Stay Awhile" welcome signs that mark the entrances to the city.

As you may be aware, there are currently five of these welcome signs positioned on the main routes into Ripon. Of these, three are now in need of replacement:

- The sign on **Studley Road** is missing completely
- The sign on **Boroughbridge Road** is missing completely
- The sign at **North Bridge** remains in place but is in a state of complete disrepair

The remaining two signs are in good condition and do not require replacement at present but will be considered in time.

Ripon BID is committed to replacing all three signs with exact hardwood replicas of the originals, ensuring the welcome signs continue to make a positive first impression on visitors arriving into the city. Given the shared benefit these signs bring to both residents and businesses, we would be grateful if the Council would

consider contributing towards the cost of one of the three replacements, with the BID covering the remaining two.
The cost to replace a single sign is as follows (all cost are ex VAT):

8 Westgate
Ripon HG4 2AT
01765 530 910 www.riponbid.co.uk

Item	Cost
Joiner to create top section and attach insert	£470.00
Supply and install Marine Grade Hardwood post	£503.40
Design and print of insert panel (triangular and square) on dibond (Aluminium Composite Material)with gloss laminate	£425.00
Total	**£1,398.40**

We believe this would represent another excellent example of partnership working between Ripon BID and the City Council, building on our shared commitment to maintaining and enhancing the appearance of the city for residents, businesses, and visitors alike.

We would welcome the opportunity to discuss this request further and would be happy to answer any questions the Council may have. We look forward to hearing from you.

Yours faithfully

Lilla Bathurst
Manager

Update 28/10/26

Studley Road (Tates) replaced
Boroughbridge Road (Races) replaced
North Bridge replaced

Rotary Way (M&S) still to do
Harrogate Road (Morrisons) still to do
Palace Road still to do

Resident Request (received 17.10.26)

I am hoping you can arrange for the boundary marker raised bed on Palace Road to be given some attention - see photo. The wall is broken, the weeds have taken over, and as a first impression to visitors driving along Palace Road, it all appears rather shabby.

I commend your plan to have the clock tower repaired, but perhaps this deserves similar care and ongoing maintenance.

We try to maintain this section of the verge given the infrequency of the council mowing, but the Ripon sign planter is a little beyond our abilities.



Sewage & Rats evidence









These images were provided by a resident who states, “The sewage outlet pipes are very close to a park bench and the untreated sewage carries down the river past the Water Rat weir which is a magnet for children in Summer. As well as this, the bars at the outlet collect sanitary products condoms and toilet paper.

I have been in contact with Yorkshire Water several times and they say raw sewage is only put in the river in exceptional circumstances. This is obviously untrue and a huge environmental and health issue. “

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2026 and 31/10/2026)

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		150.00	150.00	(100%)
4002	Telephones and Internet				2,500.00	103.58	2,396.42	2,396.42	(95%)
4003	Stationery				750.00	182.24	567.76	567.76	(75%)
4004	Photocopier				2,500.00		2,500.00	2,500.00	(100%)
4005	Mobile Phone				300.00	4.00	296.00	296.00	(98%)
4006	Subscriptions				4,500.00		4,500.00	4,500.00	(100%)
4007	Office Sundries				250.00		250.00	250.00	(100%)
4010	Legal and Professional Fees				5,000.00		5,000.00	5,000.00	(100%)
4011	Audit and Accountancy				4,000.00	142.68	3,857.32	3,857.32	(96%)
4012	Bank Charges				450.00	14.50	435.50	435.50	(96%)
4013	IT Costs				7,500.00	48.00	7,452.00	7,452.00	(99%)
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	15.95	484.05	484.05	(96%)
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)
4707	Misc								(N/A)
	SUB TOTAL				**48,000.00**	**510.95**	**47,489.05**	**47,489.05**	**(98%)**

Alderman T F Spence Grant Ex

		Receipts			Payments			Net Position	
Code	Title	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	613.60	29,386.40	29,386.40	(97%)
4506	Electricity Hut								(N/A)
4704	EMR Alderman Spence spend					4,927.00	-4,927.00	-4,927.00	(N/A)
	SUB TOTAL				**30,100.00**	**5,540.60**	**24,559.40**	**24,559.40**	**(81%)**

Cabmans Shelter

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

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2026 and 31/10/2026)

Christmas Lights

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

Civic

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
4009	Laundry				500.00		500.00	500.00	(100%)
4150	Mayors Allowance				3,250.00		3,250.00	3,250.00	(100%)
4151	Civic Expenses				500.00		500.00	500.00	(100%)
4152	Mayors Christmas Cards				230.00		230.00	230.00	(100%)
4155	Mayor Making				2,725.00		2,725.00	2,725.00	(100%)
4160	Civic Services								(N/A)
4161	New Years Eve								(N/A)
4162	Remembrance Sunday				4,500.00		4,500.00	4,500.00	(100%)
4164	Battle of Britain				500.00		500.00	500.00	(100%)
4165	Other Events				2,000.00		2,000.00	2,000.00	(100%)
4171	Cllr Uniforms & Insignia				600.00		600.00	600.00	(100%)
4172	MO Uniforms & Insignia				600.00		600.00	600.00	(100%)
4173	Road Closures				5,000.00	3,206.97	1,793.03	1,793.03	(35%)
	SUB TOTAL				**20,405.00**	**3,206.97**	**17,198.03**	**17,198.03**	**(84%)**

Events

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
4169	August Events				20,000.00		20,000.00	20,000.00	(100%)
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	3,322.10	16,677.90	16,677.90	(83%)
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)
4708	Trade Waste								(N/A)
	SUB TOTAL				**69,000.00**	**3,322.10**	**65,677.90**	**65,677.90**	**(95%)**

Grants

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
4200	Small Grants Scheme				15,000.00	2,400.00	12,600.00	12,600.00	(84%)
4202	Partnership Funding				31,000.00		31,000.00	31,000.00	(100%)

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2026 and 31/10/2026)

4203	Strategic Investment Fund				7,500.00	390.00	7,110.00	7,110.00 (94%)
4709	Strategic Investment (Grants)					1,800.00	-1,800.00	-1,800.00 (N/A)
	SUB TOTAL				**53,500.00**	**4,590.00**	**48,910.00**	**48,910.00 (91%)**

Hugh Ripley Hall

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	22,500.00	3,978.90	-18,521.10		4.01	-4.01	-18,525.11 (-82%)
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		1,250.00	1,250.00 (100%)
4110	Maintenance Contracts							(N/A)
4113	Fire and Safety							(N/A)
4500	Hugh Ripley Hall Caretaking				7,500.00		7,500.00	7,500.00 (100%)
4501	Alarm Line Security				500.00	103.16	396.84	396.84 (79%)
4502	Trade Waste				550.00	39.80	510.20	510.20 (92%)
4503	HRH Maintenance Costs				10,000.00	411.25	9,588.75	9,588.75 (95%)
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					96.02	-96.02	-96.02 (N/A)
	SUB TOTAL	**22,500.00**	**3,978.90**	**-18,521.10**	**42,570.00**	**1,056.24**	**41,513.76**	**22,992.66 (35%)**

Income

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1000	Precept	501,506.00		-501,506.00				-501,506.00 (-100%)
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	**532,056.00**		**-532,056.00**				**-532,056.00 (-100%)**

Land and Buildings

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
4705	Front Facade (From EMR)					27,561.94	-27,561.94	-27,561.94 (N/A)
	SUB TOTAL					**27,561.94**	**-27,561.94**	**-27,561.94 (N/A)**

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2026 and 31/10/2026)

Market Place

		Receipts			Payments			Net Position
Code	Title	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%)**

Marketing and Promotions

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

Personnel

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00	10,431.53	5,431.53				5,431.53 (108%)
4050	Salaries				187,443.00	9,122.40	178,320.60	178,320.60 (95%)
4051	Employers NI				23,826.00	2,151.59	21,674.41	21,674.41 (90%)
4052	Employers Pension				32,907.00	1,867.03	31,039.97	31,039.97 (94%)
4054	Employees NI					827.40	-827.40	-827.40 (N/A)
4055	Payroll Processing				730.00		730.00	730.00 (100%)
4057	Employees Pension					1,051.74	-1,051.74	-1,051.74 (N/A)
4080	Recruitment Costs				500.00		500.00	500.00 (100%)
4085	Staff Training				4,500.00	70.83	4,429.17	4,429.17 (98%)
4606	Employees PAYE					2,400.27	-2,400.27	-2,400.27 (N/A)
4613	Other							(N/A)
	SUB TOTAL	**5,000.00**	**10,431.53**	**5,431.53**	**249,906.00**	**17,491.26**	**232,414.74**	**237,846.27 (93%)**

Premises

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4008	Cleaning Materials				250.00		250.00	250.00 (100%)
4023	Market Place Furniture							(N/A)
4025	Alarm Contract and Alarm Line T				1,500.00		1,500.00	1,500.00 (100%)
4091	Other Costs				500.00	180.00	320.00	320.00 (64%)
4100	Rent				6,500.00		6,500.00	6,500.00 (100%)
4108	Temporary Toilets				8,500.00	6,260.00	2,240.00	2,240.00 (26%)
4109	Office Furniture				500.00	125.00	375.00	375.00 (75%)
	SUB TOTAL				**17,750.00**	**6,565.00**	**11,185.00**	**11,185.00 (63%)**

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2026 and 31/10/2026)

Strategic Investment

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

Summary

NET TOTAL	**559,556.00**	**14,410.43**	**-545,145.57**	**582,306.00**	**69,845.06**	**512,460.94**	**-32,684.63**
V.A.T.					8,550.17		
GROSS TOTAL		**14,410.43**			**78,395.23**		

Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
334	Bank Charges	01/10/2026		Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial Ca	Z			
320	IT Costs	01/10/2026		Unity Trust Bank		IT services	Colour It In	S	48.00	9.60	57.60
319	Business Rates	01/10/2026	Fin Regs 6.8	Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	402.00		402.00
318	Mobile Phone	09/10/2026		Commercial Multipay		Telephone and Internet Costs	Ecotalk	Z	4.00		4.00
317	Office Furniture	10/10/2026	Fin Regs 6.8	Commercial Multipay		Wheelchair Ramp	Amazon	S	125.00	25.00	150.00
327	Stationery	12/10/2026		Unity Trust Bank		Stationary	Viking	S	131.87	26.38	158.25
323	Audit and Accountancy	12/10/2026	Fin Regs 6.8	Unity Trust Bank		Consultancy Fees	Synergy	Z	142.68		142.68
326	Other Costs	12/10/2026	124/26	Unity Trust Bank		Extra Toilet Cleaning - Septeml	Marsden Contract Services	S	180.00	36.00	216.00
328	Small Grants Scheme	12/10/2026		Unity Trust Bank		Small Grants	Ripon Spa Gardens Bowling	Z	1,000.00		1,000.00
324	Alderman TF Spence Grant Exp	12/10/2026		Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60
307	Salaries	13/10/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	-2,768.78		-2,768.78
307	Employers NI	13/10/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	2,151.59		2,151.59
307	Employees NI	13/10/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	827.40		827.40
307	Employees PAYE	13/10/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	2,400.27		2,400.27
330	Small Grants Scheme	13/10/2026	190/26 fc	Unity Trust Bank		Small Grants	Ripon Young Muscian of th	Z	400.00		400.00
329	Front Facade (From EMR)	13/10/2026	122/26	Unity Trust Bank		Redecoration of the Front Faca	Pinnacle	S	27,561.94	5,512.39	33,074.33
292	Staff Training	14/10/2026		Unity Trust Bank		Training costs	Yorkshire Futures	S	70.83	14.17	85.00
332	Temporary Toilets	14/10/2026		Unity Trust Bank		Paddling pool toilets	North Yorkshire Convenien	S	1,640.00	328.00	1,968.00
333	Temporary Toilets	14/10/2026	130/26	Unity Trust Bank		Paddling pool toilets	North Yorkshire Convenien	S	4,620.00	924.00	5,544.00
306	Strategic Investment Fund	14/10/2026		Unity Trust Bank		VAS Sign Moving	DTMS Limited	S	390.00	78.00	468.00
298	Stationery	16/10/2026		Unity Trust Bank		stationery	Viking	S	50.37	10.08	60.45
336	Alarm Line Security	21/10/2026		Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	103.16	20.63	123.79
338	Small Grants Scheme	21/10/2026	FC 190/26	Unity Trust Bank		Small Grants	Ripon communiuty showca	Z	1,000.00		1,000.00
325	Trade Waste	22/10/2026		Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	39.80		39.80
331	EMR Alderman Spence spend	22/10/2026	122/26	Unity Trust Bank		Demolition of Hut at Quarry Mc	Foxhall Demolition	C	4,927.00		4,927.00
335	Staff Travelling	23/10/2026		Unity Trust Bank		Staff Salaries	Ripon City Council	Z	15.95		15.95
335	Salaries	23/10/2026		Unity Trust Bank		Staff Salaries	Ripon City Council	Z	11,891.18		11,891.18
337	Employers Pension	23/10/2026		Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	1,867.03		1,867.03
337	Employees Pension	23/10/2026		Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	1,051.74		1,051.74
346	Telephones and Internet	26/10/2026		Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S	103.58	20.72	124.30
342	Road Closures	26/10/2026		Unity Trust Bank		Event Traffic Control	Event Traffic Management	S	3,206.97	641.39	3,848.36
344	Hugh Ripley Hall Room Hire	26/10/2026		Unity Trust Bank		HRH Room Hire refund	Ripon Tai Chi	Z	4.01		4.01
342	Christmas Light Switch On	26/10/2026		Unity Trust Bank		Event Traffic Control	Event Traffic Management	S	2,257.10	451.42	2,708.52
343	HRH Maintenance Costs	26/10/2026		Unity Trust Bank		Hugh Ripley Hall Maintenance	MRP Alarms	S	200.00	40.00	240.00

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Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
345	Energy Direct Debit	26/10/2026		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	Z	-135.64		-135.64
345	Energy Direct Debit	26/10/2026		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	Z	231.66		231.66
345	Energy Direct Debit	26/10/2026		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L		10.14	10.14
321	HRH Maintenance Costs	30/10/2026	Fin Regs 6.8	Unity Trust Bank		Hugh Ripley Hall Maintenance	Aquatrust	S	211.25	42.25	253.50
350	Christmas Light Switch On	30/10/2026		Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	Z	750.00		750.00
351	Christmas Light Switch On	30/10/2026		Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	Z	315.00		315.00
353	Strategic Investment (Grants)	30/10/2026	fc34/25	Unity Trust Bank		Grants	Southern Asset Manageme	S	1,800.00	360.00	2,160.00
349	Bank Charges	31/10/2026		Unity Trust Bank		service charge	unity trust bank	Z	14.50		14.50
								Total	**69,845.06**	**8,550.17**	**78,395.23**

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RIPON CITY COUNCIL

Training Policy

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	8th October 2026
Current update	12th October 2026
Date of review	November 2028

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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. This policy will be reviewed every four years, or sooner if required by changes in legislation, best practice guidance, staffing arrangements, or the operational needs of the Council.

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

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- 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.

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RIPON CITY COUNCIL

Community Engagement Policy

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	13th November 2023
Current update	2nd November 2026
Date of review	November 2028

DRAFT

COMMUNITY ENGAGEMENT POLICY

RIPON CITY COUNCIL

INTRODUCTION

Ripon City Council recognises the need to consider the impact of its actions on others and the surrounding environment. Whilst the council cannot force any individual or group to become involved it can, and shall, make it easier and more attractive for them to do so. It is proposed that this policy will be reviewed every 2 years to ensure that it continues to accurately reflect the activities, aspirations, and requirements of the Parish Council.

- The council considers that the community of Ripon comprises
  - All residents of the parish
  - All users of Ripon City Council services
  - All those who work, or own business within Ripon
  - All young people who live/go to school in Ripon
  - All voluntary organisations, clubs and societies as well as groups or organisations representing sections of the community.

- The council recognises that other bodies are crucial to the quality of life in Ripon, it will work to create and maintain the strong working relationships with North Yorkshire Council and other local Parish and Town Councils.
- The council defines communication as the process of informing the community about decisions that have been made or the passing on of information.
- The council defines engagement as involving the community to help form opinion and review decisions.
- The council is always open to receiving both positive and negative feedback and has a commitment to encouraging the community to engage with the council.
- All communications will avoid gobbledygook, jargon and misleading public information.

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COMMUNICATION

The council website is the primary source of information on the council for the community and will be kept up-to-date with content routinely monitored. The council aims to actively publish a wide range of information on the council and its activities.

The council will:

- make best possible use of Social Media in line with the Council's Policy.
- Make best possible use of local radio, online news channels and local newspapers and publications where appropriate
- utilise noticeboards at the council offices, Hugh Ripley Hall and the Market Place.
- shall routinely consider options for improving communication with the community.
- develop the Annual Parish meeting as a forum for community discussion.
- publish its agendas, minutes and reports on the council website.
- publish an annual report of its activity.

ENGAGEMENT

The council shall continue to set aside time at every council and committee meeting (excluding the Staffing Committee) for members of the public to address the council.

The council shall continue to provide opportunities for members of the public to discuss issues with councillors.

The council shall continue to appoint members to represent the council on community organisations as requested.

The council shall continue to develop its use of social media and its website.

CONSULTATION

When the council is seeking views on a specific project or idea it will consult with the community. Whilst the majority of consultations will be open to the whole community it may on occasion consult with specific stakeholders only.

When planning a consultation the council will:

- Identify the key stakeholders for that specific consultation exercise to ensure they are directly consulted.
- Consultations will be publicised as widely as possible and will have a defined end date for submissions.
- The council will be clear about why it is consulting.
- The timing of consultations will be considered for example to coincide with events or to avoid clashes with holidays.

The council shall consider the format of the consultation which may include:

- Open consultation on the council website
- Consultation documents at key venues around the town
- Direct consultation (e.g. letters/leaflets/social media etc)
- Focus groups

All Parish Council communications should:

- be civil, tasteful, and relevant
- take account of all forms of diversity
- not disclose information which is confidential or personal
- reflect the views of the Parish Council and not the views of an individual
- not promote political parties

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RIPON CITY COUNCIL

Complaints Procedure

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	13th November 2023
Current update	2nd November 2026
Date of review	November 2028

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Ripon City Council Complaints Procedure

Our Commitment

Ripon City Council is committed to providing high-quality services and administration. The Council welcomes feedback and views complaints as an opportunity to improve services, resolve concerns fairly and maintain public confidence in local government. It is proposed that this policy will be reviewed every two years to ensure that it continues to accurately reflect current legislation, good practice guidance, and the needs of the Council and its residents. The Council will use feedback and complaints to support continuous improvement in its services and procedures.

We want to hear about your experiences, both good and bad, so that we can continuously improve what we do. We aim to:

- Make it easy for you to contact us about any issues;
- Listen and work with you on further action;
- Solve problems at an early stage;
- Prevent problems happening again;
- Recognise good service.

What Constitutes a Complaint?

A complaint is an expression of dissatisfaction, perhaps about:

- The service you have received;
- Things you think we should have done, or have not done;
- The actions of our staff or contractors and agents who work on our behalf

What is a Complaints Procedure?

Our complaints procedure is the way the council manages a report of a problem with our service.

What can be expected?

Our complaints procedure aims to ensure the process is:

- Publicised and well documented;
- Easy to understand and use;
- Helpful and receptive, not adversarial;
- Objective and based on clear procedures;
- Capable of putting things right where necessary;
- Sensitive to the needs and circumstances of the complainant;
- Adequately resourced and fully supported by the elected parish councillors and officers;

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- Regularly analysed to spot patterns of complaint and lessons for service improvement.

How to Initiate a Complaint

Verbal complaint
Initial complaints should be made verbally, in person at the Town Hall, or by telephone, to the Chief Officer of the council on 01765 604097.

This type of complaint is most appropriate for some minor matter such a maintenance issue at Hugh Ripley Hall or concerns regarding the upkeep of council-owned facilities or another service issue that can be resolved quickly by Council officers.

A verbal complaint will normally be dealt with directly by the Chief Officer, or their nominated representative, without any need for a response.

You may make a complaint to a councillor if you wish, although a councillor has no authority to act as an individual and must refer the matter to the Chief Officer.

Written complaint
should you need to register a written complaint where a verbal complaint has failed, or the matter is more complex, please write or email providing any information you wish to provide to support your complaint.

Written complaints should be sent to:

Ripon City Council
Market Place South
Ripon
HG4 1DD

Email: admin@riponcity.gov.uk

This should be addressed to the Chief Officer, unless the complaint concerns said person. In this instance, the complaint should be sealed and addressed to the Chairman of the council and clearly marked “Council Chairman- Private and Confidential”.

You may, of course, also initiate a written complaint by letter or email.

Please note that before making a formal written complaint, it is advisable to contact us to ensure that the council is, indeed, the “Responsible Body” to handle your particular complaint. Many of the services we are a recipient of come under the control of the Unitary Authority (North Yorkshire Council).

The way in which a complaint is handled is then also dependent on the nature and specifics of each case. The table below summarises how different types of written complaint may be handled by the council.

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Types of Complaint

Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Council • Processes • Procedures • Services	Telephone or in writing	The Chief Officer	You will receive a written reply from the Chief Officer. The matter may have been debated by the council at a council meeting; if so, the Chief Officer's response will be based on the decision of the council.
Financial irregularity	Telephone or in writing	The Chief Officer/ Responsible Financial Officer of the council.	The Chief officer/Responsible Financial Officer of the council will provide an explanation. If you are not satisfied you can report the matter to the External Auditor.
Conduct of an employee	Telephone or in writing	The Chief Officer, unless the complaint is about said person. If this is the case the complaint should be sent to the Chairman, it should be sealed and marked private	The complaint may be resolved or escalated and be treated as an internal disciplinary matter to be dealt with under the council's employee disciplinary procedure. In the event that the matter escalates, the council will provide a copy of the disciplinary procedure on request.

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		and confidential.	
Criminal activity	In writing, including any relevant evidence to support your concern.	The Police	The Police. Depending on severity the matter may go to court.
Conduct of a councillor	This type of complaint needs to be referred in writing to North Yorkshire Council as the principal authority, as the council has no power to investigate the conduct of one of its own elected and co-opted members.	The Monitoring Officer at North Yorkshire Council	The Monitoring Officer. Matters may be lengthy if an investigation is undertaken. The matter may be referred for consideration by the Local Standards Committee.

Compliments and Suggestions

We are also looking for your positive and constructive comments to help us improve our service. Tell us what you think we do well, suggestions for improvements, or any other comments you would like to make. Please write to the address above, or contact us below:

admin@riponcity.gov.uk

01765 604097

Ripon City Council
Market Place South
Ripon
HG4 1DD

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RIPON CITY COUNCIL

Freedom of Information Policy

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	
Current update	2nd November 2026
Date of review	November 2029

1. Policy Statement

Ripon City Council is committed to openness, transparency and accountability. The Council recognises the public's legal right to access information held by public authorities and will comply with the requirements of the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIR) and associated guidance issued by the Information Commissioner's Office (ICO).

The Council will:

- Make information readily available through publication wherever possible.
- Respond to requests for information promptly and within statutory timescales.
- Provide assistance to applicants where reasonable.
- Balance openness with the need to protect personal and confidential information.

2. Scope

This policy applies to:

- All recorded information held by Ripon City Council.
- Information held electronically, in paper form, audio recordings, photographs and other formats.
- Information held on behalf of the Council by third parties.

The policy applies to all councillors, employees and contractors acting on behalf of the Council.

3. Publication Scheme

The Council has adopted the Information Commissioner's Model Publication Scheme.

The Council will proactively publish information including:

- Council policies and procedures.
- Financial information and annual accounts.
- Minutes, agendas and reports.
- Asset and property information.
- Councillor information.
- Service information and public notices.

Published information will be made available through the Council website wherever practicable.

4. Making a Request

Requests for information should:

- Be made in writing, including by email.
- Include the applicant's name and correspondence address.
- Clearly describe the information requested.

Requests should be sent to:

Chief Officer to Ripon City Council
Ripon Town Hall
Market Place
Ripon
HG4 1DD

Email: admin@riponcity.gov.uk

Applicants do not need to mention the Freedom of Information Act for a request to be valid.

5. Responding to Requests

The Council will:

- Acknowledge requests as soon as practicable.
- Respond within 20 working days as required by law.
- Confirm whether information is held.
- Provide requested information unless an exemption applies.
- Explain any reasons for withholding information.

Where clarification is required, the statutory timescale may be paused until clarification is received.

6. Exempt Information

The Council may withhold information where an exemption under the Freedom of Information Act or Environmental Information Regulations applies.

Examples include:

- Personal information protected by Data Protection legislation.
- Information provided in confidence.
- Commercially sensitive information.
- Information subject to legal privilege.
- Information intended for future publication.

Each request will be considered on its own merits and the public interest test will be applied where required.

7. Charges

Information will normally be provided free of charge.

The Council may levy charges where permitted by legislation, including:

- Photocopying.
- Printing.

- Postage and packaging.
- Requests that exceed statutory cost limits.

Applicants will be advised of any charges in advance.

8. Environmental Information

Requests relating to environmental matters will be considered under the Environmental Information Regulations 2004 where appropriate.

Examples include information concerning:

- Land and buildings.
- Trees and green spaces.
- Pollution or environmental impacts.
- Waste management.
- Energy use and sustainability projects.

9. Information Not Held

Where information is not held, the Council will inform the applicant accordingly.

Where possible, the Council may direct the applicant to another authority likely to hold the information.

10. Complaints and Internal Review

Any applicant dissatisfied with the Council's response may request an internal review.

A request for review should normally be made within 40 working days of the Council's decision.

The internal review will be conducted by a person not involved in the original decision where possible, and a response will normally be provided within 20 working days.

11. Information Commissioner's Office

If an applicant remains dissatisfied following an internal review, they may complain to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: https://www.ico.org.uk

12. Responsibilities

The Town Clerk has overall responsibility for the administration of Freedom of Information requests.

Councillors and staff are responsible for:

- Maintaining accurate records.
- Assisting with information requests where required.
- Ensuring information is managed in accordance with Council policies.

13. Monitoring and Review

This policy will be reviewed every three years, or sooner if required by changes in legislation, guidance or Council procedures.

RIPON CITY COUNCIL

General Privacy Notice

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	October 2018
Current update	2nd November 2026
Date of review	November 2028

Privacy Notice

1. Introduction

Ripon City Council is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store and protect your personal information when you interact with the Council, use our services, contact us, attend meetings, or participate in Council activities.

The Council processes personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government legislation and associated statutory obligations

Ripon City Council is the Data Controller for the personal information it holds.

2. Contact Details

Ripon City Council
Town Hall
Market Place
Ripon
North Yorkshire
HG4 1DD

Telephone: 01765 604097
Email: admin@riponcity.gov.uk

If you have any questions regarding this Privacy Notice or how your information is used, please contact the Chief Officer to the Council.

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3. Information We Collect

The Council may collect and process the following information:

Personal Information

- Name
- Address
- Email address
- Telephone number
- Organisation details
- Job title (where applicable)

Council Service Information

- Correspondence with the Council
- Complaints, comments and enquiries
- Consultation responses
- Grant applications
- Event registrations
- Hall bookings
- Survey responses
- Employment applications

Special Category Data

In limited circumstances, the Council may process special category data, including information relating to:

- Health conditions
- Accessibility requirements
- Safeguarding concerns

This information will only be processed where there is a lawful basis to do so.

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4. How We Collect Information

Information may be collected when you:

- Contact the Council by email, telephone, post or in person
- Complete Council forms or applications
- Attend Council meetings or events
- Subscribe to newsletters or mailing lists
- Submit comments on consultations
- Apply for grants or permits
- Visit our website

We may also receive information from:

- North Yorkshire Council
- Government agencies
- Emergency services
- Community organisations
- Regulatory bodies

where this is necessary and lawful.

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5. Why We Process Your Information

The Council processes personal information to:

- Deliver council services
- Respond to enquiries and correspondence
- Manage events and bookings
- Administer grants and funding applications
- Conduct public consultations
- Maintain records required by law
- Meet legal and statutory obligations
- Undertake employment and recruitment activities
- Protect public funds and prevent fraud
- Support community engagement activities

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6. Lawful Basis for Processing

The Council relies on one or more of the following lawful bases under Article 6 UK GDPR:

Public Task

Processing is necessary for carrying out official functions and statutory duties.

Legal Obligation

Processing is necessary to comply with legal requirements.

Consent

Where consent is required, it will be obtained before processing.

Contract

Where processing is necessary to fulfil contractual obligations.

Legitimate Interests

Where processing is proportionate and does not override individuals' rights and freedoms.

For special category data, the Council will rely on additional conditions under Article 9 UK GDPR and the Data Protection Act 2018.

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7. How We Share Information

The Council will only share information where lawful and necessary.

This may include:

- North Yorkshire Council
- Government departments
- External auditors
- Insurers
- Legal advisers
- Law enforcement agencies
- Contractors providing services on behalf of the Council
- Funding organisations

Information will not be sold to third parties.

All contractors processing data on behalf of the Council must comply with data protection legislation.

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8. Council Meetings and Transparency

As a public authority, Ripon City Council is required to conduct much of its business openly.

The Council may publish:

- Councillor names and contact details
- Meeting agendas

- Minutes of meetings
- Declarations of Interest

Personal information will only be published where there is a lawful basis to do so.

Members of the public attending meetings should be aware that meetings may be recorded in accordance with the Council's policy on recording meetings.

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9. Data Retention

The Council will retain information only for as long as necessary.

Retention periods are determined by:

- Legal requirements
- Financial regulations
- Employment legislation
- Operational requirements
- National Association of Local Councils guidance where applicable

Records are securely disposed of when no longer required.

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10. Data Security

The Council takes appropriate technical and organisational measures to safeguard personal information, including:

- Secure electronic storage
- Password protection
- Restricted access controls
- Secure disposal procedures
- Staff training

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11. Your Information Rights

Under UK GDPR, you have rights including:

Right to be Informed

To know how your information is used.

Right of Access

To request a copy of your personal information.

Right to Rectification

To request correction of inaccurate information.

Right to Erasure

To request deletion of information where appropriate.

Right to Restrict Processing
To limit the way your information is used.
Right to Object
To object to certain processing activities.
Right to Data Portability
Where applicable, to receive your data in a portable format.
Rights Related to Automated Decision Making
The Council does not normally carry out automated decision making.

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12. Making a Data Protection Request

Requests relating to personal data should be made in writing to:

The Chief Officer to the Council
Ripon City Council
Town Hall
Market Place
Ripon
HG4 1DD

Email: admin@riponcity.gov.uk

The Council will normally respond within one month.

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15. Complaints

If you are dissatisfied with how the Council has handled your personal information, you should first contact the Clerk to the Council.

You also have the right to complain to:

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk
Telephone: 0303 123 1113

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16. Review of this Notice

This Privacy Notice will be reviewed regularly and updated as necessary to reflect changes in legislation or Council practices.

Policy Owner: Chief Officer to the Council
Review Frequency: Every two years, or sooner if legislation changes.

RIPON CITY COUNCIL
APPENDIX November 9th 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			
26/06879/FUL	**16 Kirkgate Ripon North Yorkshire HG4 1PA** **Installation of extraction flue to rear (part retrospective).** **https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TMXZMNLT0Q100**		
26/06821/REMMAJ	**Ripon Barracks Chatham Road Ripon HG4 2RD** **Reserved Matters application for Phase 0 of HGT20/02973/EIAMAJ, comprising landscaping in the form of permanent marginal planting surrounding three attenuation basins.** **https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TMW3SHLTGZP00**		
26/05808/FUL	Little Studley Road Ripon North Yorkshire HG4 1HD **Erection of 1 no. self-build dwelling, with associated access areas, landscaping and works.** https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLE8YXLTN0U00		

26/07141/SCREEN	Land Comprising Field At 431401 469281 Knaresborough Road Littlethorpe North Yorkshire **Request for an EIA Screening Opinion for the proposed development of 190no. dwellings, provision of public open space, a locally equipped area for play (LEAP), landscaping and associated infrastructure, together with earthworks, landscaping and biodiversity enhancements within the southern land parcels (Parcels 2 and 3).** https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TNB018LT0Q100		

Ripon City Council

Mayor's Parlour
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD

Tel: 01765 604097
Email: admin@riponcity.gov.uk
www.riponcity.gov.uk

29 October 2026

Dear Sir or Madam,

We have carried out a review of the current local bus service provision across the City of Ripon.

Extensions to the existing routes are necessary to provide a comprehensive service to those parts of the city which do not at present enjoy coverage, and these are specifically (a) Priest Lane & Low Mill, & (b) Palace Road. In both areas there are significant numbers of elderly people who would benefit from a new service. Especially area (a) includes the lowest part of the city where the walking route to the centre is all uphill and beyond the capabilities of many of these residents.

It was noted that a new timetable has been introduced from 7th September and enquiries show that this has not been publicised or made widely available. We recommend that urgent consideration is given to circulating this information across the city to both public and retail outlets, and supported by advertising in local publications. This would serve to expand take-up of the service and to guarantee its long-term viability.

We would welcome the opportunity to meet without delay with a view to making progress on the issues outlined here.

Yours faithfully,

Cllr Peter Horton
Ripon City Councillor

Response to Cllr Horton

We have had requests for extension of the service to Priest Lane and Palace Road previously and have assessed the potential routes.

Priest Lane and Low Mill Road: This route is narrow in places and has many parked cars, we do not feel it is suitable for a regular bus service. The section on Low Mill Road and Low St Agnesgate causing particular concerns.

Palace Road: Palace Road is suitable for buses and is used by the service 159 to Masham and Richmond. However, we have been unable to identify a suitable turning place for the bus. We have assessed turning the vehicle in one of the side roads, but this would introduce a reversing manoeuvre. Whilst reversing isn't illegal it is discouraged and we do not want to introduce new manoeuvres. We have also looked at operating to the Walled Garden as an option, but the layby outside isn't suitable to use as a bus stop without considerable work to upgrade the facility, we have concerns about the bus pulling back out into the A6108 from the layby and the service 159 would not be able to use the facility on the southbound journey.

Passengers in these areas who are unable to use regular local buses may find that Ripon Volunteer Car Scheme are able to help, Tel 01765 357004.

Much of the service is being funded through section 106 agreement, which requires that the contribution is used on services in the vicinity of the developments. It would be difficult to expand the operational area without reducing some of the existing journey provision and developers may challenge that the section 106 agreement is not met.

Regarding the changes to bus services, we did advertise these on the vehicles prior to the implementation date, via our website and have made the leaflets available at the library. However, we value your assistance in further promoting the services and would be happy to consider any local publications you suggest.

I hope that I have covered the points raised in the letter and would be happy to discuss further by meeting whether in person or via Teams .

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.	FRIENDS OF SPA GARDENS
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	[redacted]
Position in Organisation: E.g. Chair / Secretary.	TREASURER
Address of Organisation: Please include your postcode.	[redacted]
Telephone Number:	[redacted]
E-mail Address:	[redacted]

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

Is your organisation based in Ripon?	Yes	✓	No	

How is your organisation best described? Please tick one only.	
A registered charity.	
A voluntary sector organisation.	
A social enterprise.	
A Community Interest Company.	
Other, please state: LOCAL COMMUNITY GROUP WORKING TO ENHANCE & BUILD ON USE OF RIPON SPA GARDENS	✓
How many trustees / members of your organisation's management committee are there?	8
How many volunteers does your organisation benefit from?	25+

How will your project benefit Ripon?	Free event open to all – joy of festive season w/o additional cost. Bringing community together to enjoy wonder of winter at no cost.		
What evidence do you have to show that there is a need for your project in Ripon?	INCREASED ATTENDANCE YEAR ON YEAR - ALTHOUGH WEATHER CAN IMPACT.		
Project Start Date:	18/12/26	*Project End Date:* (If Applicable)	20/12/26

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	£
Lighting / Snow Machine	7,000
Insurance	80
Sundries – brownies / ingredients / electricity	750
Security	750
Garden Hire	200
Total Cost of Project Figure to match total funding, below.	8,780

How will your project be funded?

Name of Funder	*Funding Confirmed* Yes / No	£
Ripon City Council – Small Grants Scheme Not to exceed £1,000	No	1,000
Organisation's Financial Contribution (if any).	Yes	5,363.34
[redacted]	Yes	[redacted]
	Yes	
	Yes	
Total Funding Figure to match total costs, above.		8,780

If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:	ENCOURAGING USE OF SPA GARDENS AND ACTIVITIES AT NO COST – LIGHTING TO ENHANCE TREES & WONDER OF BEING OUTSIDE, IN THE DARK!

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

By signing this declaration I declare that:

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

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

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

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

Signature:	[redacted]
Printed Name:	[redacted]
Date:	28/10/26

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

How many other members does your organisation have?	~
How many paid staff does your organisation employ? Please give a full time equivalent.	0
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)? 16.2.26	£ [redacted]
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	ONE-OFF ANNUAL EVENT – BALANCE IS ALWAYS PUT TOWARDS FOLLOWING YEAR'S EVENT. LIGHTING IS SIGNIFICANT COST BUT MAKES THE EVENT. LAST YEAR - DEC'25 - WAS V SUCCESSFUL DUE TO WEATHER. MAIN UNCERTAINTY RE FUNDS TO COVER COSTS (PREVIOUSLY HAD TO CANCEL)

Section 3 – Project Details

Project Title:	WINTER WONDERLAND
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	USING SPA GARDENS TO PROMOTE WONDER OF WINTER & FESTIVE SEASON. PROVIDED FOC SO NO BARRIER TO PARTICIPATION. DECORATED TREES, SNOWBALL TENT, LIGHT SHOW & SNOW MACHINE, FREE ACTIVITIES FOR CHILDREN. OPEN TO ALL – CAN COME ONCE OR SEVERAL TIMES. MAINLY IN DARK BUT CAN ALSO BE VISITED DURING THE DAY
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	RIPON SPA GARDENS
How many people do you expect to benefit from this project? Please give an estimate of numbers.	1500 +

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 do you intend to continue to fund the project if there will be ongoing running costs?	ANNUAL ONE-OFF EVENT. FUNDED BY GRANT APPLICATIONS, LOCAL DONATIONS, LOCAL SPONSORS - ALSO DONATIONS COLLECTED DURING THE EVENT - SURPLUS GOES TO FOLLOWING YEAR.
Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.	DEDICATED VOLUNTEERS INVOLVED IN PLANNING, SET UP, RUNNING/STAFFING EVENT PLUS CLEARING & STORING ITEMS FOR NEXT YEAR

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?

EVENT IS V MUCH WEATHER DEPENDENT - LAST YEAR SUCCESSFUL DUE TO REASONABLE WEATHER. HOWEVER PREVIOUS YEAR HAD TO CANCEL FINAL DAY DUE TO GUSTY WIND CAUSING DAMAGE & POTENTIALLY HAZARDOUS CONDITIONS.

THE EVENT HAS TREMENDOUS LOCAL SUPPORT FOR ALL AGES & BACKGROUNDS - IT BRINGS TOGETHER THE COMMUNITY REGARDLESS OF INCOME - PEOPLE ARE ABLE TO VISIT NUMEROUS TIMES. OPPORTUNITY FOR LOCAL GROUPS/INDIVIDUALS TO SHOWCASE THEIR TALENTS - CHOIRS ETC.

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? LIGHTING IS AVMATRIX WHO SUPPORT US EVERY YEAR - WITH AN EXCELLENT DEAL!!	—
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?	n/a
Any other relevant documentation? Please detail below: BALANCE SHEETS ATTACHED - NO OFFICIAL ACCOUNTS YET STILL WAITING....	

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.