

**NOTICE OF MEETING**

You are hereby summoned to a meeting of  
Yarm Town Council to be held at

**The Fellowship Hall (side entrance)**

**West Street, Yarm TS15 9BT.**

**Date: Tuesday 10th May 2022**

**Time: 6.30pm**

Members of the public are invited to  
attend the meeting.

**COVID guidance in line with government  
advice at the time.**

**Juliet Johnson, Proper Officer to YTC**

[townclerk@yarmtc.org](mailto:townclerk@yarmtc.org)



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Town Hall  
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Yarm  
TS15 9AH

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In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

**ANNUAL MEETING**

**MINUTES**

**6.30pm, Tuesday 10th May 2022**

**PRESENT:**

Cllr John Coulson (Vice Chair)

Cllr Chris Neil

Cllr Philip Addison

Cllr Marjorie Simpson

Cllr Peter Monck

Cllr Pam Smailes

Cllr Patrick Morton

Cllr Barbara Wegg

Clerk / Proper Officer - Juliet Johnson

**1.0 Election of a Chair**

1.1 To appoint a Chair / Mayor for the following municipal year.

Two nominations were received for the role of Chair:

a) **Cllr Peter Monck**

**PROPOSED:** Cllr Wegg

**SECONDED:** Cllr Smailes

b) **Cllr John Coulson**

**PROPOSED:** Cllr Neil

**SECONDED:** Cllr Simpson

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

1.2 A vote was taken and **Cllr Coulson** was voted in as Chair. As Chair (Vice Chair acting as Chair), **Cllr Coulson** had the casting vote.

**Cllr John Coulson**      **PROPOSED:** Cllr Neil      **SECONDED:** Cllr Simpson      **AGREED**

1.3 **Cllr Coulson** signed the 'Declaration of Acceptance of Office' as the Chair .

## 2.0 Election of a Vice Chair

2.1 To elect the Vice Chair for the following municipal year.

One nomination was received for the role of Vice Chair:

a) **Cllr Alan Moffitt** (the Clerk confirmed that **Cllr Moffitt** wished to be considered for this role).

**PROPOSED:** Cllr Neil      **SECONDED:** Cllr Simpson      **AGREED**

2.2 **Cllr Moffitt** is to sign the 'Declaration of Acceptance of Office' as the Vice Chair on his return from holiday.

## 3.0 Apologies for Absence

3.1 **Cllr Moffitt; Karen Shields** (Rate Payers Representative);      **Ward Cllr Sherris.**

## 4.0 Code of Conduct | Declaration of Interest | Dispensation

- a) To record declarations of interest from members of any item to be discussed
- b) To consider, vote upon and record any requests for dispensation

4.1 No declarations of interest or requests for dispensation were received.

## 5.0 To note the minutes of the previous Annual Meeting (18.05.21; agreed 08.06.21)

5.1 The minutes of the previous Annual Meeting were noted.

## 6.0 To elect a Chair to the following committees:

a) **Allotment Committee**

**Cllr Coulson** was proposed as the Chair of Allotments Committee.

**PROPOSED: Cllr Addison                      SECONDED: Cllr Neil    AGREED**

**b) Cemetery Committee**

**Cllr Moffitt** was proposed as the Chair of the Cemeteries Committee (the Clerk confirmed that he wished to be considered).

**PROPOSED: Cllr Addison                      SECONDED: Cllr Coulson    AGREED**

**c) Leisure & Culture Committee**

**Cllr Smailes** was nominated as Chair of the Leisure & Culture Committee

**PROPOSED: Cllr Addison                      SECONDED: Cllr Coulson    AGREED**

**c) Finance & Governance Committee**

**Cllr Monck** was nominated as Chair of the Finance & Governance Committee

**PROPOSED: Cllr Neil                      SECONDED: Cllr Morton    AGREED**

**d) To consider the need for any other committee and appoint a Chairman**

No further necessary Committees were identified by the meeting.

**7.0 To elect members of the Council to serve on the committees with voting rights (all members having attendance and participation rights)**

**a) Allotment Committee (4 members)**

One Committee place already taken by the above election of the Chair of the Allotments Committee (Cllr Coulson), 3 further members were sought. A vote was taken as 4 Councillors expressed an interest for 3 places:

**Cllr Addison, Cllr Neil, Cllr Wegg & Cllr Smailes.** The vote resulted in the following -

**ALLOTMENTS COMMITTEE MEMBERS: Cllr Addison, Cllr Neil, Cllr Smailes (& Cllr Coulson as Chair).                      AGREED**

**b) Cemetery Committee (4 members)** One Committee place already taken by the above election of the Chair of the Cemeteries Committee (Cllr Moffitt), 3 further members were sought.

**CEMETERIES COMMITTEE MEMBERS: Cllr Monck, Cllr Addison, Cllr Coulson (& Cllr Moffitt as Chair).                      AGREED**

**c) Leisure & Culture Committee (4 members)**

**LEISURE & CULTURE COMMITTEE: Cllr Morton, Cllr Monck, Cllr Wegg (& Cllr Smailes as Chair).                      AGREED**

**d) Finance & Governance Committee (currently: all council members)**

The Clerk asked if all Councillors were prepared to serve on the Finance and Governance Committee or if any wished to express a desire not to be a member. No councillors expressed a wish to withdraw from serving on this committee.

**FINANCE & GOVERNANCE COMMITTEE: All Councillors AGREED**

**e) To identify any other necessary Committees or Working Groups**

**i) Town Hall Heritage Centre Working Group**

It was agreed that the Town Hall Heritage Centre Working group should continue, membership being:

**Cllr Monck (Lead); Cllr Addison; Cllr Morton; Cllr Coulson.**

**8.0 Election of Lead Councillor for Finance**

Cllr Addison was proposed as Lead Councillor for Finance.

**PROPOSED: Cllr Addison SECONDED: Cllr Coulson AGREED**

**9.0 Election of Lead Councillor for Planning & Environs**

Cllr Monck was proposed as the lead Councillor for Planning & Environs

**PROPOSED: Cllr Addison SECONDED: Cllr Neil AGREED**

**10.0 Election of a Councillor to the Staffing Committee (Chair, Vice Chair plus one other)**

Four Councillors (Cllr Morton, Cllr Addison, Cllr Smailes and Cllr Wegg) requested to be considered as the additional member on the staffing committee so a vote was taken.

**STAFFING COMMITTEE MEMBERSHIP: Cllr Morton (along with Cllrs Coulson & Moffitt). AGREED**

**11.0 Election of Rate Payer's Representative**

i.e.: **a) ask the current Rate Payer's Rep to continue OR**

**b) go out to request any interested parties to come forward for Councillors to consider**

11.1 A majority of Councillors voted to ask the current rate Payer's Representative to continue.

**RATE PAYERS' REPRESENTATIVE: Karen Shields AGREED**

## 12.0 Appointment of Representatives to Outside Bodies

(examples to consider: Rural Towns Network; liaison with combined Yarm Churches; tourism & visitor economy)

- 12.1 It was agreed that Cllr Morton would act as YTC representative in any matters relating to the Rural Towns Network, the Visitor Economy and Tourism (e.g. Tees Valley). **AGREED**
- 12.2 It was agreed that Cllr Monck would act as YTC representative in liaison with the combined Yarm Churches group. **AGREED**
- 12.3 Cllr Addison offered to be the liaison person with the Western Area Board (Stockton) if this is continuing (TBC).

## 13.0 Timetable and Arrangements For Review of Policies & Contracts (DOCUMENT REFERS)

- 13.1 The Clerk presented a review table that covered YTC Policies & Processes (contracts overview to be prepared for consideration at a later date) . The meeting approved this table **AGREED**
- 13.2 Cllr Addison proposed that he bring to a future meeting a proposal to update valuation of council properties (our assets).

## 14.0 Insurance Cover

- a) to note the existing insurance cover arrangements (long term agreement in place until 31st May 2022 - **Finance & Governance Meeting required**)

14.1 The Clerk briefed the meeting as to current insurance arrangements and preparations to renew cover. Quotations are being sought. An option is for Council to give dispensation for the Lead Cllr for Finance, the Chair and the Clerk to put an agreement in place (in line with financial requirements) with the most appropriate company, based on specification of need, quality of response and price.

**PROPOSAL: the Clerk, Lead Cllr for Finance & the Chair to put in place YTC Insurance Arrangements **AGREED****

## 15.0 Yarm Town Council Annual Assembly - Day / Date

15.1 It was agreed that the Annual Assembly / Parish Meeting would be held at **7pm on Tuesday, 24th May 2022 (Fellowship Hall).**

The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) - A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

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