

The October monthly meeting of the Weigh & Tolls Committee was held at

The Fellowship Hall

West Street, Yarm TS15 9BT.

Date: Tuesday 11th October 2022

Time: 7pm

Members of the public were invited to attend the meeting

COVID Guidance at the time applies.

Juliet Johnson, Proper Officer to YTC



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

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Weigh and Tolls Committee

MINUTES

PRESENT:

Cllr John Coulson (Chair)

Cllr Peter Monck

Cllr Alan Moffit (Vice Chair)

Cllr Patrick Morton

Cllr Philip Addison

Cllr Marjorie Simpson (left the meeting at 20.50pm)

Cllr Ian Carter

Cllr Pam Smailes

Cllr Chris Neil

Cllr Barbara Wegg

Town Clerk / Proper Officer - Juliet Johnson

Cllr Bob Wegg

3 members of the public were present

- 1. To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A**
- 2. Apologies for absence** - Apologies were received from Ward Councillors Sherris and Fagan.
- 3. 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
- 3.1** No declarations of interest were received nor any requests for dispensation.

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

4. Confirmation of Minutes:

a) To confirm the minutes of the previous meeting of the Weigh and Tolls Committee (13.09.2022).

4.1 PROPOSED: Cllr Moffitt SECONDED: Cllr Addison AGREED

5. Matters arising from the minutes of the previous meeting

5.1 Gala & Jubilee Events: Budget & Evaluation

The Clerk presented the outturn budget for the Gala and Jubilee Event (document refers).

5.2 Christmas Tree Lights Switch-On '22: proposal for celebrity guests

The Clerk referenced that the budget set aside for the Christmas lights switch-on (£5,700) would be very tight this year given the rise in (e.g.) infrastructure costs. All aspects are now programmed: local brass band, community choir,, solo singer, panto team, street magic, facepainting and a special professional street theatre walkabout performance (aimed at children). The Clerk reminded the meeting that the programme of the event had been reversed so that the lights switch on would be earlier and majority of programme would follow (in response to last year's evaluation findings). Cllr Smailes had requested that a Victorian theme now be added which is being actioned. Only one of the two local special guests invited to switch on the lights can now appear.

ACTION:

- i) Cllr Carter is to put the Clerk in touch with the guest who is switching on the lights
- ii) Cllr Monck / Smailes to forward the Clerk contact for Preston Park Volunteers to request their presence in Victorian costume.

5.3 High Street Audit (inc. Pavement Markings and related issues) - item deferred until next meeting.

5.4 Update on arrangements for the Riding of the Fair

5.4.1 The Clerk confirmed that ISAG submission (Event Plan and Risk Assessment) had been submitted and accepted (few minor queries); the Hornblower and Blessing by Rev. Moore was all confirmed and arranged; the catering for the civic reception was booked and agreed (as per decision form last meeting); Cllr Smailes was pressed to cooperate by giving the names of guests she had requested join the reception to the Clerk; the Clerk confirmed that there were 74 guests who had RSVPd to attend; arrangements for drinks provision was in hand; Fellowship Hall would be set up during the afternoon of 21.10.22 - Cllr Monck requested for Cllrs to Volunteer to help with this; in the absence of the Chair, the Vice Chair, Cllr Moffitt would lead the Proclamation ceremony.

5.4.2 The Clerk reported on the assistance given to the Showmen's Guild in leafleting as regards collecting car access passes (Cllrs Coulson, Moffitt, Monck & Addison assisting the Clerk); this is a much larger exercise than last year as new information is being distributed (not just where and when to collect passes) to wider number/areas of households (SBC requirement). Timetable for collecting the passess is now set (including Saturday mornings).

5.5 Update on Arrangements for Remembrance Day

The Clerk reported that arrangements were underway and largely in place (awaiting confirmation of bugler). Confirmation of ISAG Event Plan and Risk Assessment awaited.

5.7 Update: Arrangements for Christmas Eve

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5.7.1 The Clerk reported that, as previously briefed, professional street theatre was provisionally booked and now confirmed. A company local to Newcastle had been found but uncertain as to what they can provide (to follow-up). As for 2021, there will be a series of local musicians providing street music - soloists and small groups; the pavement based focus of this event is a strategy to avoid taking out parking spaces in order to create an event space. Film links of acts (where available) will be shared.

5.7.2 Cllr Coulson proposed a schools carol concert at Yarm Chapel and also that he would open and staff the Chapel over Christmas.

ACTION: **Cllr Coulson** to organise the schools concert and the Christmas opening of the Chapel.

6. Finance - To authorise payment of the accounts (Weigh and Tolls)

Cllr Addison requested that 2 direct debit payments be authorised (SBC High St Cobbles Rates & Virgin Media Wi-Fi - DOCUMENT REFERS).

PROPOSED: **Cllr Moffitt**

SECONDED: **Cllr Coulson**

AGREED

7. Town Hall Heritage Centre Project

Cllr Monck gave an update on the following:

7.1 General Update & Timeline - work begins on site on the 14th November 2022.

7.2 Heads of Terms & License to occupy - some amends to be added (awaiting SBC now) and then signed off.

7.3 Engagement update - **Cllr Monck** has led some Yarm Heritage sessions with Yarm School and others; they are keen to be involved given that it will shortly be a 50 year anniversary of Yarm School and they are keen on all aspects of Yarm Heritage in relation to this. **Cllr Monck** referenced that the engagement work was an important part of volunteer recruitment - he has already identified students who wish to be involved. **The Clerk** is enabling a series of resident consultation sessions led by Matthew Rosier as regards what aspects of Yarm Heritage are important to people - viewpoints on what Yarm is, has been and will be.

7.4 Update: Heritage Centre Management Model - **Cllr Monck / The Clerk** briefed the meeting on the makeup of a management committee that would be required for the Heritage Centre (i.e. something acceptable and expected by key funders/partners). This would consist of: 25% / 3 YTC Cllrs; 25% / 3 heritage specialists; 25% / 3 'Friends of Yarm Heritage Centre'; 25%/3 other members - teacher, Stockton Council rep., YTHHC manager. The original feasibility work had identified the need for a management committee (whether Community Interest Company or formation of a Charity is the chosen route) and major organisations (e.g. NLHF) require the existence of a 'Friends of' group.

7.5 Update: Content Development for the Heritage Centre - **Cllr Monck** referenced some voluntary work produced by the Clerk (in her professional culture consultant role) to start scoping the approach / practicalities of opening the heritage centre (and for potential funding bids & future budgeting).

Cllr Morton requested that businesses see a footprint / detail of the construction site for the Town Hall ASAP - **Clerk to Action.**

9. To receive items for information and consideration for the next agenda - none currently identified.

10. To confirm the date and time of the next Weigh and Tolls Committee meeting: 7pm, 8th November 2022

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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