

NOTICE OF MEETING

The February 2024 meeting of
Yarm Town Council was held at

Challoner House

Challoner Rd., Yarm TS15 9EL.

Date: Tuesday 13th February 2024

Time: 7pm

Members of the public were invited to
attend the meeting

SIGNED: Juliet Johnson, Proper Officer to YTC



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

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

YARM TOWN COUNCIL MINUTES

(incorporating Weigh & Tolls)

PRESENT: Cllr Peter Monck (Chair); Cllr Pam Smailes (Vice Chair); Cllr Philip Addison; Cllr Marje Blair; Cllr John Coulson; Cllr Joyce Hardy; Cllr Brian Newcombe; Cllr Barbara Wegg; Cllr Robert Wegg; Town Clerk / Proper Officer/RFO; 3 members of the public.

1.0 Notice of Meeting - it was confirmed that public notice of the meeting had been given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972.

2.0 To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A

A 1 minute silence was held in respect of the passing of Mrs Jennifer Pinkney.

3.0 Apologies for Absence: Apologies were received from Cllr Atkinson, Cllr Pybus (accepted as verbal, due to emergency) and Ward Cllr Sherris (the RPR, Karen Shields had also forwarded apologies - not read out at the meeting).

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 Cllrs R&B Wegg declared a non-pecuniary interest in item 10.3. **Cllr Monck** declared a non pecuniary interest in matters relating to St Mary Magdalene Church and Churchyard and also in relation to a grave deed for Yarm cemetery.

5.0 Confirmation of Minutes

To approve the minutes of the previous meetings:

5.1 Weigh and Tolls Committee held on Tuesday 9th January 2024 and approve their signature by the Chair of the meeting.

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PROPOSED: Cllr Monck **SECONDED:** Cllr Newcombe **AGREED**

5.2 Yarm Town Council held on Tuesday 9th January 2024 and approve their signature by the Chair of the meeting.

PROPOSED: Cllr Newcombe **SECONDED:** Cllr Blair **AGREED**

5.3 YTC EGM held on Friday 26th January 2024 and approve their signature by the Chair of the meeting.

PROPOSED: Cllr Addison **SECONDED:** Cllr Newcombe **AGREED**

6.0 Clerk's Report: Matters for Information (SEE DOCUMENT ATTACHED AT END OF MINUTES)

Cllr RWegg confirmed he would be attending the Rodent Pesticide course on 22nd February in order to manage this for the allotments. **Cllr Monck** stated that the green cleaner and £10k towards the development of Morley Carr Bowling Facility have been confirmed (through YTC solicitor).

7.0 Council Finances

7.1 To authorise payment of the accounts - Accounts Payable (DOCUMENT REFERS)

(includes Weigh & Tolls) - **Cllr Addison** requested that the accounts presented be paid, including the following additional items (inc. of VAT): Development Manager (YTHHC - mid Sept - December 2023) - **£1,357 (£500 & £857)**; payment to Mediale (for additional Exhibition Fit-Out costs) - **£600**; Cornerstone (IT support, backup and website) - **£96.36**; Gallagher Insurance - **£468**; the annual payment for the clockwinder - **£550**. The accounts were proposed and approved.

PROPOSED: Cllr Newcombe **SECONDED:** Cllr Blair **AGREED**

7.2 Bank Reconciliation (DOCUMENT REFERS)

Cllr Addison presented the bank reconciliations for the meeting to note.

7.3 Income and Expenditure Report (DOCUMENT REFERS)

Cllr Addison presented the above report for any questions from the meeting. **The Clerk** stated that an item that was miscoded to Leisure and Culture would be corrected and placed under the Town Hall Project.

7.4 YTC Insurance Update (inc. Yarm Town Hall Heritage Centre) - **The Clerk** confirmed that the Town Hall, following renovation and renegotiation with the insurance brokers, was now included back as part of YTC's overall insurance (for a fee of circa **£460**, instead of the insurance company proposed separate insurance of circa. **£3.3k**).

8.0 To Review and Consider the Correspondence List (DOCUMENT REFERS)

Cllr Coulson asked for clarification as regards two items: one relating to the clock winder (his retirement and other arrangements) and another relating to 6 emails from YTC Solicitors - legal handover of Morley Carr Bowling facility.

9.0 Adjournment and Questions From the Public

Member of the Public 1 (MP1) stated that she was unhappy at the suggestion made at the budget EGM (26.01.24) that a grant might be given to Yarm Primary School for bouncy castles as part of YTC supporting other organisations in running a summer event (part of a savings exercise in YTC not directly running a summer event / gala themselves). **MP1** felt that there

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was enough money available for this type of activity and whilst resources were short, a grant could be given for something with more significant impact. **Cllrs BWegg/Smailes** clarified that the suggestion had been illustrative re. smaller events that didn't require events management costs (**the Clerk** reminded Cllrs that they could provide written answers and didn't have to give answers during the meeting). **MP1** stated that **CllrRWegg** had previously stated that fencing around allotments had not been paid for by the Council in the past but **MP1** recalled being an allotment tenant when (allegedly) Cllr RWegg had fenced in her allotment so that she could not get to it. **Cllr RWegg** recalled only placing sticks to mark the area - **MP1** disagreed with this version of events.

10.0 Policy and Resources:

10.1 Weigh and Tolls Matters

10.1.1 Events Update - Cllr Smailes is going to hold an informal working group on 6th March at Challoner House.

10.1.2 Yarm Town Hall Heritage Centre - **Cllr Monck** reported that circa. 1500 people had visited in just 4 x weekends (7.5 full days since the launch on 18.01.24). The feedback received by visitors (some documented) has been exceptionally positive (with 3 negative - 'a waste of money'). A further 'Friends of YTHHC' meeting is to be held (scoping further content and resources re. upper floor). A variety of formal thanks need to be extended to very many contributors (**Clerk** has thanked people informally). An approximate breakdown of funding / sponsorship contributions raised by the Clerk/Dev Manager to date is e.g. **£2.5k** cash from Wharton for the soundsystem; **£800** for the silver nose (Tom Brown); **£400** private donation (not designated to an item currently); payment for all cabling by Cleveland Cable Company (credit requested being 'The Keys') - circa. **£600**; specialist volunteer skills (object care and design / construction leadership for the canoe - circa. **£2-3k+**). Donations made by visitors will go towards further content development. Further work continues to build on the current body of volunteers (16+) and a plan for working with schools.

The Clerk thanked **Cllrs Blair, Hardy and Newcombe** for their help with setting up the office back in the Town Hall re continuing to sort the 5% remainder of 50yrs worth of YTC items and building new office cabinets.

10.1.3 1925 Deed Document (DOCUMENT REFERS) - **Cllr Smailes** referenced the document circulated - the 1925 Memorandum of Conveyance (copied from North Yorkshire Archives) in relation to the necessity of the Weigh & Tolls meeting and previously perceived requirement to meet in the Town Hall; Cllr Smailes suggested that there was no requirement for the Council to meet in the Town Hall and that they had therefore done so unnecessarily in the (cold) in the past. **Cllr Monck** stated that he would circulate further minutes and documents relating to Weigh & Tolls requirements in respect of the deed of gift (of Town Hall et al).

10.1.4 Proposal to Mechanise Town Hall Clock Winding (circa. £6k)

(The meeting agreed that Cllr Newcombe could present this item in Cllr Pybus's absence). It was suggested that the clock within Yarm Town Hall should be fitted with an automated winding mechanism rather than YTC seeking a new clock winder to continue to manually wind it. It was also suggested that continuing with a manual clock winder would uphold a long held tradition that is part of Yarm heritage. The meeting agreed to waive Standing Orders 18.1d) if automation is the favoured option and four signatures to do so would be brought to the next meeting in accordance with Standing Orders (26b. & 9b.) (reasons being specialist nature of item/service required, timescale and financial amount involved (over £1,500).

PROPOSED: Cllr Monck

SECONDED: Cllr Coulson

AGREED

10.2.3 Proposal for Concessions Regarding Hire of Chapel Fees**- Cllr Pybus**

It was proposed that use of the Chapel within Yarm Cemetery should be reduced from **£200 to £120 (the Clerk confirmed that this is comparative with several other nearby chapels).**

PROPOSED: Cllr BWegg**SECONDED: Cllr Coulson****AGREED****10.2.4 Discussion: Regular Opening of Chapel & Display of Bier (DEFERRED TO NEXT MEETING) - Cllr Pybus****10.2.5 Opportunity to Hold Weddings at the Chapel (DEFERRED TO NEXT MEETING) - Cllr Pybus****10.3 Allotments Report****- Cllr Monck**

10.3.1 General Update - the allotments update had been covered within the Clerk's Report (ATTACHED).

Cllr Coulson stated that he had been emailed by members of the Allotments Association (YCAA) who had not received responses to emails and that the agreement for them to run the allotments was not being fulfilled and it was not the Clerk's place to change this. **Cllr Coulson** agreed to forward the email referred to to the **Clerk**. **The Clerk** stated that 1) as far as she was aware, she & the Chair were awaiting a response to a comprehensive email they had sent to YCAA sometime ago; 2) that no agreement had been made for YCAA to fully take over running the allotments and this would have to be agreed by Full Council following a formal, detailed proposal (agreement had been made re. a specific list of shared management tasks between YTC & YCAA). **Cllr Coulson** recalled an informal meeting (with National Association of Allotments rep present) where he felt he had agreed / understood that YCAA run the allotments on a day to day basis, excluding the financial matters which would be overseen by YTC; he had agreed this (self management by YCAA) as he was Chair at the time. **The Clerk** recalled the meeting and stated it had been about clarifying roles & whether YCAA might wish to make a proposal for self-management in the future. **Cllr RWegg** and other councillors stated that the running of the allotments is (and should remain) the business of YTC. **Cllr RWegg** stated the water had been turned off at Brickyard and he would turn it back on. **The Clerk** stated she would speak with YCAA instead as there might be a reason for this. **Cllr RWegg** asked that YCAA should be reminded of the need for insurance and Risk Assessments re. the use of tools and equipment.

10.3.2 Update on prioritised needs for top allotments - the Clerk confirmed a number of outstanding tasks had been prioritised and actioned. (DEFERRED UNTIL NEXT MEETING for further update from **Cllr Pybus**).

10.4 Awarding of Grass Cutting Contract: Discussion & Selection (DOCUMENT REFERS)

The Clerk presented the options as regards quotations that had been received.

Following the receipt of 4 signatures (presented at the meeting, in line with SO26b & 9) a proposal was made to waive Standing Orders in respect of Standing Order 18.1 e) in respect of the grass cutting contract in order that Councillors could opt to choose a quotation above threshold if they so choose:

PROPOSED: Cllr Addison**SECONDED: Cllr Blair****AGREED**

It was proposed to give the Grass Cutting Contract to Company B for both jobs 1 & 2 (document refers).

PROPOSED: Cllr Newcombe**SECONDED: Cllr BWegg****AGREED**

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10.5 Appointment of Tree Survey - The **Clerk** briefed the meeting that the tree survey company had quoted circa **£460**. Councillors proposed that this be accepted and the survey should go ahead. A vote was taken and this was **AGREED**.

10.6 Installation of Bleed Kit

Cllr Coulson explained the project and will endeavour to follow-up when this will be fitted. The SBC Heritage Officer has approved the fitting of the Bleed Kit at the Town Hall alongside the defibrillator (noting that only the mortar can be drilled).

10.7 Requests from Charities: Option to Choose a Charity of the Year

The Clerk / Cllr Monck briefed the meeting as to 3 charities that had approached YTC (DOCUMENT REFERS) and the Clerk reminded councillors of the process and criteria deployed previously for choosing a charity of the year. Discussion took place as regards a very local charity for a child suffering from a debilitating condition. The item was **DEFERRED TO THE NEXT MEETING** with a request from the Chair that **Councillor Pybus** bring this matter to Council as regards the local charity referenced.

10.8 CCTV Policy Draft (DOCUMENT REFERS)

The Clerk presented the CCTV policy and explained why it is required ; queries were requested. The policy was proposed and approved with a request from the Clerk that Councillors review this and may suggest any additions or amends at a future date.

PROPOSED: Cllr Coulson **SECONDED:** Cllr Hardy **AGREED**

10.9 Staffing Matters: working alone policy; weekly 1:1s; time sheets and overtime pay

Cllr Monck briefed the meeting as to these staffing matters discussed at an informal meeting with Councillors: 1:1s between the Chair and the Clerk take place; the Clerk will signal arrival and leaving work with a Councillor of her choice (re working alone safely); timesheets and associated necessary overtime are signed off by the Chair and Lead Cllr for Finance (notwithstanding where it is possible to take time off in lieu). A budget adjustment may need to be made.

ACTION: **Cllr Monck** will lead on establishing a Working Alone Policy.

10.10 Options for YTC Storage

Cllr Newcombe has explored the containers at the Allotments owned by YTC to seek further storage space and suggested that a 1/3 of the larger blue container at the top allotments be used for YTC events equipment storage.

ACTION: **Cllr Newcombe** will explore a storage solution further and will CC the Clerk (costs & options).

11.0 Planning & Environment:

11.1 Matters Arising: Planning Applications & Lists - **Cllr Monck** briefed the meeting on the following matters: a decision is still pending as regards 111 High Street (dental surgery); the improved signage for Key Stage Recruitment; the 7 cottages near Lord Nelson Yard are still awaiting a decision (it understood that there are major access concerns which are shared by Highways).

11.2 Latest Play Area Reports & Issues - **The Clerk** reported on a minor repair underway (Willey Flatts). **Ward Cllr Coulson** reported that he felt SBC play equipment was far superior to YTC's and that a

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report had suggested that adult outdoor play/ exercise equipment was not used and therefore Ward Councillors would not support their funding being used for this. **Cllr BWegg** suggested that the option of a skate park should be looked into - the geography of Willey Flatts potentially being ideal. **Ward Cllr Coulson** will look into this with SBC.

11.3 RoSPA Annual Play Inspection: Option for Value & Life Expectancy Assessment - It was explained that as part of the required Annual RoSPA inspection there is the option for a life span appraisal of the equipment to be conducted (£40 for each of 2 play areas).

PROPOSED: Cllr Monck **SECONDED:** Cllr Coulson **AGREED**

11.4 Signage for Play Areas & Enclosing Play Parks (no dogs) - **Cllr Newcombe** stated that replacing the gates at Willey Flatts play area (e.g. to keep dogs out) could cost circa **£1.3k**; he proposed that signage be purchased for both children’s play areas stating ‘No Dogs’ and ‘Report Damage’ (including contact numbers to do this). **AGREED**

ACTION: Cllr Newcombe suggested that if the signs are purchased he will fit them.

12.0 Adjournment and Final Questions from the Public - **The Chair** adjourned the meeting for final questions from the public. **MP1** suggested health and safety should be addressed if Councillors were to take on odd jobs rather than bring in professional contractors; the matter of the previous Clerk having a paid assistant was raised; it was noted that a small budget existed to contract out batches of basic admin and other work if required. **MP2** wondered if lead may have been stolen from the chapel roof causing a leak (confirmed this was not the case as none there).

MP3 reported spending 2 hours at Yarm Town Hall Heritage Centre and felt this represented “a massive achievement, fantastic design and a spectacular triumph”. **MP3** congratulated all involved for their hard work which took place against a not very positive backdrop. **MP3** felt allotments were taking up too much time (at the meeting) and had attended the YCAA AGM and didn’t understand **Ward Cllr Coulson’s** comments re. the allotments.

Ward Cllr Coulson requested that a letter of thanks be sent to Ward Cllr Sherris as regards his achievement in securing Morley Carr Bowling Centre for YTC.

13.0 To agree any content for the YTC website and requests for Facebook features

13.1 Feedback on items to date & proposed new items - **N/A**

14.0 To receive items for information and consideration for the next agenda - Gates for play parks (**Cllr Newcombe**).

15.0 To confirm the date and time of the next YTC meeting: 7pm, Tuesday 12th March 2024- Fellowship Hall

The meeting closed at 8.45pm.

CHAIR (signed):
.....Dated:.....
....

CLERK (signed):
.....Dated:.....
....

ACCOUNTS FOR PAYMENT 13th FEBRUARY 2024

WEIGH & TOLLS COMMITTEE (inc of VAT

MEMBERS APPROVE THE FOLLOWING ACCOUNTS PAID FOR BY DIRECT DEBIT if applicable)

Payments by Direct Debit		£	£	
Creditor	Service	Sub Total	Total	Ref
Stockton-on-Tees BC	Market Toll Rates 1.02.24		£0.00	d/d
Virgin Media	Town Hall Wifi 1.02.24		£72.00	d/d

YARM TOWN COUNCIL
ACCOUNTS

MEMBERS APPROVE THE FOLLOWING ACCOUNTS PAID FOR BY DIRECT DEBIT DEBIT

Payments by Direct Debit		£	£	
Creditor	Service	Sub Total	Total	

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EE	Mobile & telephone 17.01.24	£9.12	d/d
Stockton-on-Tees BC	Cemetery rates. 1.02.24	£0.00	d/d
Google	G Suite	£84.00	d/d
Anglian Water	Allotment water 18/1/24	£24.73	d/d
Anglian Water	Allotment water 16/1/24	£33.52	d/d
Information Commissioner	Annual fee	£35.00	d/d
Barclays	Bank charges 9/1/24	£17.50	d/d
Barclays	Bank charges 5/2/24	£13.00	d/d
British Gas	Allotment hut electricity 29/1	£32.20	d/d
EDF	Town Hall electricity 29/11 to31/12	£443.77	d/d

WEIGH AND TOLLS COMMITTEE

MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS FOR PAYMENT BY CHEQUE OR BACS

Payments by Cheque or BACS

YARM TOWN COUNCIL

MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS PAID BY CHEQUE OR BACS

Creditor	Service	Sub Total	Total	
	January salary plus £500 for role as Development Manager		£2,355.26	BACS
HMRC	Tax & NI for January		£560.14	BACS
Stockton BC	May 2023 election costs		£14,367.11	BACS
Town Clerk	YTHHC bits and pieces		£67.10	BACS
Town Clerk	Accomation charges for Performers on December 23		£128.00	BASC
Town Clerk	YTHHC items		£53.56	BASC
Town Clerk	Office materials	56.28		
	Xmas eve gifts	7.35	£63.63	BSASC
Anglian Water	TH water charges for 23/24		£1,542.85	100133
Puffin	2 display cases for YTHHC		£609.00	BACS
Caterer	Catering for YTHHC opening		£250.00	BACS
Nomis	Artwork for YTHHC exhibition		£487.00	BACS
Solopress	Printing of posters for YTHHC		£485.00	BACS

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Artistic Solutions	Removals of artefacts from Preston		
	Park to Yarm Town hall	£422.40	BASC
Drakon	Consultancy for exhibition conservation	£330.00	BASC
Contractor	2x3 sides display screens	£400.00	BASC
Landscape Contractor	Take down hanging baskets and lifting canoe into YTHHC	£80.00	BASC
Conservation Contractor	Overseeing exhibition fit out	£500.00	BASC

MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS FOR PAYMENT BY CHEQUE OR BACS

Creditor	Service	Sub Total	Total
Contractor	Various works carried out in 2023		
	Cut back hedge at Worsall Rd	200.00	
	Water hanging baskets for 2 wks	440.00	
	Cut grass behind Challoner Road	80.00	
	Worsall Rd allotment fill in pot holes	10.00	

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	Worsall Rd allotment fix tap	35.00		
	Brickyard allotments:			
	Clear ivy near Cemetery	35.00		
	Fill in manhole cover	20.00		
	Dividing fence on allotment	40.00	£860.00	BASC
ClIr P Addison	1 cabinet for Town Hall artifacts	286.78		
	2 cabinets for Town Hll office	513.60		
	Drinks for YTHHC opening	99.60	£899.98	BASC
Town Clerk	Items for YTHHC and office exps		£27.16	BASC
Tax Assist	Qtr. fee for payroll service 31/12/23		£78.00	BASC
Fool`s Paradise	Performers for Xmas eve			
	Christmas Nutkins	818.40		
	Cirq Delight	818.40		
	Dancing Turkeys	1,440.00		
	Cocky Robins	1,620.00		
	Jacks of Frost	1,056.00	£5,752.80	BASC
Medics UK	Medical cover at Xmas lights		£197.50	BASC
Mediale	Extra fitting out costs		£600.00	BASC

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Cornerstone	IT support	£96.36	BASC
Clock Winder	Clock windinf fee 23/24	£550.00	BASC
Gallagher	Extra insurance costs	£468.00	BASC
Cornerstone	Cloud hosting fee	£24.00	BASC
YTHHC Dev Manager	Salary (from Sept-Dec, Balance)	£1,357.00	BASC
INCOME			
Allotment holders (3)	Allotment rents	£105.00	d/c
Stockton BC	Final instalment of refund for Town Hall fitout	£10,946.00	d/c
HMRC	Vat refund 1/7 to 31/12	£18,520.18	d/c
Barclays	Loyalty reward 9/1/24	£1.35	d/c
N S & I	Interest for 2023	£646.34	d/c
Co-op Funeral Service	Cemetery fee	£500.00	100139
Northern Electric	Allotment wayleave	£1.35	100139
Various donations	Donations to the YTHHC	£48.90	100140

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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