

Minutes of the Annual Meeting of
Yarm Town Council held at
The Fellowship Hall (side entrance)
West Street, Yarm TS15 9BT.

Date & Time: 6.30pm, Tuesday 14th May 2024

Members of the public were invited to
attend the meeting.

Juliet Johnson, Proper Officer to YTC
townclerk@yarmtc.org



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TS15 9AH

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ANNUAL MEETING OF YARM TOWN COUNCIL - MINUTES

PRESENT:

Cllr Brian Newcombe (appointed Chair); Cllr Steve Atkinson (appointed Vice Chair); Cllr Philip Addison; Cllr Marje Blair; Cllr John Coulson; Cllr Joyce Hardy; Cllr Peter Monck; Cllr Yvonne Pybus; Cllr Pam Smailes; Cllr Barbara Wegg; Cllr Robert Wegg; Rate Payers' Representative - Karen Shields; Town Clerk / Proper Officer. Ward Cllr Andrew Sherris - 4 members of the public including 1 member of the press.

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

2.0 Election of a Chair

- a) To appoint a Chair / Mayor for the following municipal year.
- b) To complete the signing of the 'Declaration of Acceptance of Office' by the Chair

a) Cllr Peter Monck (Chair) requested nominations for the office of Chair of Yarm Town Council. Two people were nominated, **Cllr Brian Newcombe** (proposed by **Cllr Newcombe** and seconded by **Cllr Atkinson**) and **Cllr Peter Monck** proposed by **Cllr Addison** and seconded by **Cllr Blair**). A vote was taken. **Cllr Newcombe - Chair: AGREED**

Cllr Monck spoke of his year as Chair. **Cllr Monck** has been a Councillor with YTC for 30 years and Chair on 5 occasions. He referenced the role of Chair as needing to lead from the front and being conscious at all times of the responsibility of being the representative of the Council. In the last year, which has probably been the most challenging time as Chair compared to previous occasions, Cllr Monck spoke of fulfilling his role and representing YTC with a number of very memorable moments: being invited to visit 10 Downing Street as a Levelling Up Champion; the opening of the Heritage Centre (YTHHC) and seeing the council gain the Bowling Club at Morley Carr (led by Cllrs Newcombe and Atkinson); **Cllr Monck gave sincere thanks to Stockton Ward Councillor Andrew Sherris for all his work on achieving the Bowling Club for the town.** Cllr Monck spoke of being Chair, again, as a privilege. **Cllr Monck** wished **Cllr Newcombe** the best of luck and offered him any support that he might be able to offer. **Cllr Newcombe** thanked Cllr Monck. **Cllr Coulson**, recognising the difficulties presented during the year, gave a vote of thanks to **Cllr Monck**.

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b) **Cllr Newcombe** signed the Declaration of Acceptance of Office.

3.0 Election of a Vice Chair

- a) To elect the Vice Chair for the following municipal year.
- b) To complete the signing of the 'Declaration of Acceptance of Office' by the Vice Chair

a) **Cllr Newcombe (Chair)** requested nominations for the office of Vice Chair. **Cllr Coulson** proposed **Cllr Atkinson** as Vice Chair, (seconded by **Cllr Monck**). A vote was taken. **Cllr Atkinson - Vice Chair: AGREED**

b) **Cllr Atkinson** signed the Declaration of Acceptance of Office.

4.0 Apologies for Absence - none received.

5.0 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

a) **Cllr Peter Monck** declared a prejudicial interest in relation to matters respecting St Mary Magdalene church and churchyard and a non pecuniary interest as regards ownership of a grave deed at Yarm Cemetery. b) No requests for dispensation were received.

6.0 To note the minutes of the previous Annual Meeting (16.05.23; agreed 13.06.23) - the minutes were noted.

7.0 To elect a Chair to the following committees:

a) Allotment Committee

Cllr Pybus was nominated as Chair for the Allotments Committee.

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

b) Cemetery Committee

Cllr B Wegg was nominated as Chair for the Cemeteries Committee.

PROPOSED by: **Cllr Smiles** SECONDED: **Cllr Coulson** AGREED

c) Leisure & Culture Committee

Cllr Newcombe proposed that the Leisure and Culture Committee name should be changed to Events as this was actually the remit (and also reflects the appropriate budgets aligned with this committee as do other committee titles).

PROPOSED BY: **Cllr Coulson** SECONDED: **Cllr Atkinson** AGREED

Cllr Smiles was nominated for Chair of the Events Committee.

PROPOSED BY: **Cllr B Wegg**; SECONDED: **Cllr Newcombe**; ABSTAINED: **Cllr Monck**; AGREED

c) Finance & Governance Committee

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Cllr Addison was nominated as Chair for the Finance and Governance Committee.

PROPOSED BY: Cllr Blair; **SECONDED:** Cllr Coulson **AGREED**

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

Cllr R Wegg proposed that a committee be formed for the Bowling Club at Morley Carr. Discussion resulted and the point was made that whilst there were previously appointed councillors leading this project (Cllrs Atkinson and Newcombe) the project is being set up to be run by the community for the community.

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

Cllr Atkinson proposed a motion that membership of committees should be kept to just 4 members (if more than 4 members wished to be on a committee then a vote would be taken to achieve membership of 4). Cllr Atkinson gave the background to this motion referencing the same motion as presented by **Cllr R Wegg** and agreed at the 2023 Annual Meeting (with points made by the Clerk minuted), and the reversal of this decision (Sept. '23) due to a need for business continuity given non-attendance notified by some councillors for part of the year. **Cllr R Wegg** stated that he now wished for the committees to be open for all councillors and he'd only proposed reversal of this in the previous year as YTC had always only had 4 people on committees. **Cllr Atkinson** confirmed his proposal that committees should be limited to 4 members; a vote was taken and this was agreed.

PROPOSED BY: Cllr Atkinson; **SECONDED:** Cllr Coulson; **FOR:** 8 Councillors; **AGAINST:** 3 Councillors; **AGREED.**

a) Allotment Committee (4 members including Chair)

Nominations for the Allotment Committee: **Cllr Addison; Cllr Blair; Cllr Hardy; Cllr Newcombe**

A vote was taken: **Cllr Addison** - 6 votes; **Cllr Blair** - 8 votes; **Cllr Hardy** - 8 Votes; **Cllr Newcombe** - withdrew.

ALLOTMENTS COMMITTEE: **Chair - Cllr Pybus and Cllrs Addison, Blair and Hardy.**

b) Cemetery Committee (4 members including Chair)

Nominations for the Cemetery Committee: **Cllrs Hardy, Newcombe and Pybus.**

CEMETERY COMMITTEE: **Chair - Cllr B Wegg and Cllrs Hardy, Newcombe and Pybus.**

c) Events Committee (4 members including Chair)

Nominations for the Events Committee: **Cllrs Addison, Newcombe and B Wegg.**

EVENTS COMMITTEE: **Chair - Cllr Smailes and Cllrs Addison, Newcombe and B Wegg.**

d) Finance & Governance Committee (currently: all council members) - No councillors asked to step down

e) Any other Committees (as at 7.00 d) above) - N/A.

9.0 Election of Lead Councillor for Finance - Cllr Addison was nominated.

PROPOSED BY: Cllr Monck; SECONDED: Cllr Coulson; AGREED

10.0 Election of Lead Councillor for Planning & Environs - Cllr Monck was nominated.

PROPOSED BY: Cllr Coulson; SECONDED: Cllr Newcombe; AGREED

11.0 Election of Lead Councillor for Yarm Town Hall Heritage Centre - Cllr Monck was nominated

PROPOSED BY: Cllr Atkinson SECONDED: Cllr Coulson; AGREED

12.0 Election of a Councillor to the Staffing Committee - internal committee (Chair, Vice Chair plus one other)

Cllrs Monck, Coulson and Blair were nominated as the 3rd member of the Staffing Committee. A vote was taken. Cllrs Monck and Coulson received 4 votes each and Cllr Blair 3 votes. Cllr Monck stepped down from the nomination.

STAFFING COMMITTEE: Cllrs Newcombe, Atkinson and Coulson.

13.0 Election of Rate Payer’s Representative - 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 - N/A.

a) Karen Shields was asked if she would be willing to continue as the Rate Payers’ Representative. KShields stated that she would be willing to continue if useful but would be happy to step aside; she also requested a further conversation to re-confirm the remit of the role. It was proposed that KShields continue in the role.

PROPOSED BY: Cllr Newcombe SECONDED: Cllr Coulson AGREED

14.0 Appointment of Representatives to Outside Bodies

(examples to consider: liaison with combined Yarm Churches; Yarm Business Forum; Yarm Grammar School Trust etc.)

Cll Monck was confirmed as the lead representative for liaison with the combined Yarm churches.

Cllr Monck briefed the meeting as to the work of Yarm Grammar School Trust which has funding/grants available for children and young people in relation to supporting and furthering education. The trust could have a maximum of two councillors, the places not currently filled. **Cllrs Monck and Pybus** were confirmed as representatives to be put forward for this trust.

The confirmation of a representative to liaise with Yarm Business Forum was deferred until a future meeting.

No further representatives for outside bodies were identified.

15.0 Current Policies - Timetable and Arrangements For Review of Policies & Contracts (DOCUMENT REFERS)

The Clerk asked councillors to note the existence of policies as presented in the document above and to agree the review timetable or comment on any additions / amendments required. No comments or further additions were requested.

16.0 Insurance Cover

a) to note the existing insurance cover arrangements (3rd year of 3 year option) - The Clerk re-briefed the meeting as to the background to the current insurance arrangements (in summary, extensive review of requirements with the broker

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prior to entering yr 1 of the current arrangement, the public sector market position at that time and the extent of quotations sought -placed on file and audited). In short, 3 factors had caused the current rise in premium (to £7502) - addition of the Heritage Centre and Bowling Club, a change in the insurer's approach to flood risk (during the time the Town Hall had to be insured separately whilst being refurbished) and general sector price increases. **The Clerk** advised that she could challenge the yr 3 premium and that councillors may wish to hold an EGM to review the outcome and/or give dispensation to a group of councillors to review the outcome with the Clerk. It was agreed that a group of councillors would review the outcome of the challenge to the yr 3 premium and decide accordingly to proceed or seek an alternative.

ACTION AGREED: Cllr Newcombe, Cllr Addison and Cllr Atkinson to review the outcome re yr 3 premium.

17.0 Yarm Annual Town / Parish Assembly - it was decoded that the Annual Parish Assembly, a mandatory requirement, would be held on 18th June 2024 at Challoner House.

18.0 Confirmation of regular day / time / location for YTC Meetings (incorporating Weigh & Tolls)

It was confirmed that YTC Ordinary meetings (incorporating Weigh & Tolls) would be held every second Tuesday of the month at 7pm, located alternately at the Fellowship Hall (West Street) and Challoner House (Challoner Road).

Juliet Johnson - Clerk, Proper Officer and RFO to Yarm Town Council

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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