



Minutes of a meeting of Yarm Town Council held at  
**Challoner House, Challoner Road, Yarm**  
**on Friday 22<sup>nd</sup> August 2025 at 6.30pm**  
 Members of the public were invited to  
 attend the meeting  
**SIGNED: Pamela Danks. Town Clerk (interim cover)**

Yarm Town Council  
 Town Hall  
 High Street  
 Yarm  
 TS15 9AH

### Yarm Town Council Extraordinary Annual Parish Meeting Minutes

<b>1.</b>	<p><b>Recording of Meeting</b></p> <p>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 photograph</p>
<b>2.</b>	<p><b>Notice of Meeting</b></p> <p>It was confirmed that public notice of the meeting was given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972. This was due to multiple resignations from former Councillors.</p>
<b>3.</b>	<p><b>Public attendance:</b></p> <p>With the exception of any item identified 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</p>
<b>4.</b>	<p><b>IN ATTENDANCE:</b></p> <p>Councillor Hazel Best          Councillor Marje Blair          Councillor Elaine Dodds          Councillor Stephen Dodds          Councillor Stephen Nealon          Councillor Christopher Neil          Councillor Malcolm Palmer          Councillor Yvonne Pybus          Councillor Aiden Pybus          Councillor Jake Taylor          Councillor Yvonne Wallace          Town Clerk (Interim cover) Pam Danks – Minute taker</p>



5.	<p><b>Election of a Chair</b></p> <p>a) To appoint a Chairman / Mayor for the following municipal year. Councillor Jake Taylor was proposed</p> <ul style="list-style-type: none"><li>• Nominated by Councillor Yvonne Pybus</li><li>• Seconded by Councillor Marje Blair</li><li>• No Councillors abstained from voting. Motion to appoint was carried.</li></ul> <p>b) 'Declaration of Acceptance of Office' was signed by the Chair</p>
6.	<p><b>Election of a Vice Chair</b></p> <p>a) To elect the Vice Chair for the following municipal year. Councillor Yvonne Wallace was proposed</p> <ul style="list-style-type: none"><li>• Nominated by Councillor Jake Taylor.</li><li>• Seconded by Councillor Malcolm Palmer</li><li>• No Councillors abstained from voting. Motion to appoint was carried.</li></ul> <p>b) 'Declaration of Acceptance of Office' was signed by the Vice Chair</p>
7.	<p><b>Apologies for Absence:</b></p> <p>No apologies of absence were received.</p>
8.	<p><b>Code of Conduct   Declaration of Interest   Dispensation</b></p> <p>All Councillors signed renewed declarations of interests except: Councillor Marje Blair Councillor Yvonne Pybus</p> <p>No considerations or votes upon requests for dispensation were made.</p>
9.	<p><b>To note the minutes of the previous Annual Meeting.</b></p> <p>Minutes from AGM held on 14th May 2024. These minutes were agreed by the former Council members at the previous AGM held on 13th May 2025.</p> <p>Minutes from previous meetings held by the former Council members which have not been signed. As this is a new Council it was decided these minutes should be left in draft unsigned form.</p> <ul style="list-style-type: none"><li>• No Councillors abstained from voting. Motion to was carried.</li></ul>



<p>10.</p>	<p><b>To elect a Chair to the following committees:</b></p> <p><u>Finance &amp; Governance Committee</u> Councillor Malcolm Palmer</p> <ul style="list-style-type: none"> <li>• Nominated by majority of all Councillor’s present with no objections</li> <li>• No Councillor’s abstained from voting. Motion to appoint was carried.</li> </ul> <p><u>Planning &amp; environment committee</u> Councillor Stephen Dodds</p> <ul style="list-style-type: none"> <li>• Nominated by majority of all Councillor’s present with no objections</li> <li>• No Councillor’s abstained from voting. Motion to appoint was carried.</li> </ul> <p><u>Allotment Committee</u> Councillor Yvonne Pybus</p> <ul style="list-style-type: none"> <li>• Nominated by majority of all Councillor’s present with no objections</li> <li>• No Councillor’s abstained from voting. Motion to appoint was carried.</li> </ul> <p><u>Cemetery Committee</u> Councillor Hazel Best</p> <ul style="list-style-type: none"> <li>• Nominated by majority of all Councillor’s present with no objections</li> <li>• No Councillor’s abstained from voting. Motion to appoint was carried.</li> </ul> <p><u>Staffing Committee</u> Councillor Elaine Dodds</p> <ul style="list-style-type: none"> <li>• Nominated by majority of all Councillor’s present with no objections</li> <li>• No Councillor’s abstained from voting. Motion to appoint was carried.</li> </ul> <p><u>Leisure &amp; Culture Committee</u> Councillor Stephen Nealon</p> <ul style="list-style-type: none"> <li>• Nominated by majority of all Councillor’s present with no objections</li> <li>• No Councillor’s abstained from voting. Motion to appoint was carried.</li> </ul> <p>No other considerations were made</p>
<p>11.</p>	<p><b>To elect members of the Council to serve on the committees with voting rights (all members having attendance and participation rights)</b></p> <p><u>Finance &amp; Governance Committee</u> Councillor Elaine Dodds Councillor Jake Taylor Councillor Yvonne Wallace</p>



	<p><u>Finance &amp; Governance Committee</u> Councillor Elaine Dodds</p> <p><u>Planning &amp; environment committee</u> Councillor Stephen Nealon</p> <p><u>Allotment Committee</u> (at least 4 members) Councillor Hazel Best Councillor Marje Blair Councillor Christopher Neil</p> <p><u>Cemetery Committee</u> (at least 4 members) Councillor Marje Blair Councillor Christopher Neil Councillor Aiden Pybus Councillor Yvonne Pybus</p> <p><u>Staffing Committee</u> Councillor Stephen Dodds Councillor Jake Taylor Councillor Yvonne Wallace</p> <p><u>Leisure &amp; Culture Committee</u> (at least 4 members) Councillor Elaine Dodds Councillor Stephen Dodds Councillor Aiden Pybus Councillor Yvonne Wallace</p> <p>No other considerations were made</p>
12.	<p><b>Election of Lead Councillor for Finance</b></p> <ul style="list-style-type: none"><li>• Councillor Malcolm Palmer</li></ul> <p>All Council members in attendance agreed this appointment by show of hands voting.</p>
13.	<p><b>Election of Lead Councillor for Planning &amp; Environs</b></p> <ul style="list-style-type: none"><li>• Councillor Stephen Dodds</li></ul> <p>All Council members in attendance agreed this appointment by show of hands voting.</p>



14.	<b>Election of Lead Councillor for Yarm Town Hall Heritage Centre</b> <ul style="list-style-type: none"><li>No decision was reached on this as further consideration was needed on the probable need for a committee.</li></ul>
15.	<b>Election of Rate Payer’s Representative</b> <p>The decision to reinstate this role. Proposed: Cllr Marje Blair Seconded: Cllr Yvonne Pybus Motion was carried</p> <p>Interested parties were asked to make themselves known. Karen Shields asked to be considered. All Council members in attendance agreed this appointment by show of hands voting.</p>
16.	<b>Appointment of Representatives to Outside Bodies</b> <p>Liaison with combined Yarm Churches; Yarm Business Forum; Yarm Grammar School Trust etc.) Councillor Hazel Best Councillor Jake Taylor Councillor Stephen Nealon Councillor Yvonne Wallace</p> <p>All Council members in attendance agreed this by show of hands voting.</p>
17.	<b>Council Policy reviews</b> <p>Town Clerk to spreadsheet all policies and give 4 policies to review at each monthly meeting based on the policies with length of time since last review. Oldest first</p>
18.	<b>Insurance cover</b> <p>No review of insurance has taken place due to no full time Town Clerk. Current policy is rolling and needs to be reviewed by finance committee.</p>
19.	<b>Councillor training.</b> <p>MoP has asked if Councillors are able to complete training on the Nolan Principles.</p>