

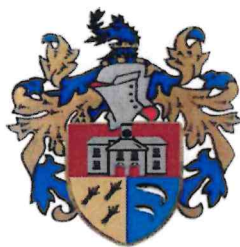
Minutes of a meeting of Yarm Town Council held at Yarm Methodist Chapel, Chapel Yard, Yarm TS15 9AJ
on Tuesday 9th December 2025 at 7pm
 Members of the public were invited to attend the meeting

Yarm Town Council
 Town Hall
 High Street
 Yarm
 TS15 9AH

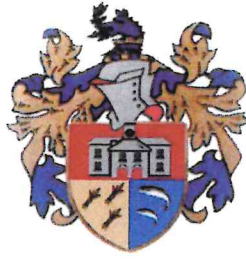
Yarm Town Council ordinary meeting minutes

1.	<p>Notice of Meeting</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. 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>
2.	<p>Recording of Meeting</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> <p>There were no objections raised</p>
3.	<p>Council meeting interruptions:</p> <p>Members of public were reminded that they cannot interrupt this meeting. Requested to please keep any questions for the Council to try to answer until the agenda section dedicated. Members of the public are also invited to submit questions to the rate payers representative (when appointed) who can speak on their behalf in their separate section. This then is giving members of the public two sections of this agenda where questions can be asked.</p>

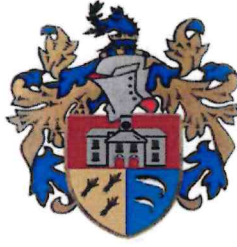
SIGNED AS AN ACCURATE RECORD OF THE MEETING HELD  DATE OF SIGNATURE 13/01/2026



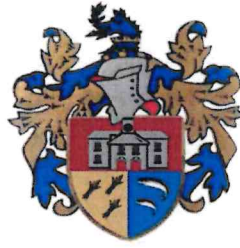
4.	<p>To appoint a Chairman in the absence of the Chair and/or Vice Chair</p> <ul style="list-style-type: none">Both Chairman and Vice Chairman were in attendance
5.	<p>IN ATTENDANCE/ APOLOGIES FOR ABSENCE.</p> <p>Councillor Hazel Best Councillor Marje Blair Councillor Stephen Dodds Councillor Malcolm Palmer Councillor Yvonne Pybus Councillor Jake Taylor Councillor Yvonne Wallace</p> <p>Pamela Danks (Minute taker)</p> <p>Members' apologies received Councillor Elaine Dodds Councillor Stephen Nealon</p> <p>Members' apologies not received prior to meeting</p> <p>Councillor Christopher Neil Councillor Aiden Pybus</p>
6.	<p>Code of Conduct Declaration of Interest Dispensation</p> <ul style="list-style-type: none">No declarations of interest from members of any item were discussed.
7.	<p>To approve signature of minutes previous meetings:</p> <ul style="list-style-type: none">Ordinary meeting – Tuesday 11th November 2025 <p>Proposed by Cllr Stephen Dodds Seconded by Cllr Malcolm Palmer</p> <p>Minutes signed by Cllr Jake Taylor to confirm that these minutes were a true and accurate record of the meeting held.</p>



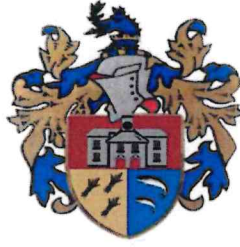
8.	<p>Police Community Support Officer update.</p> <p>Both officers had to leave at 7pm so were unable to give a verbal update. A spreadsheet detailing recent issues was sent to the Chair but there is nothing to report.</p>
9.	<p>Council Finances (includes Weights & Tolls) Cllr Malcolm Palmer/ Cllr Elaine Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace.</p> <ol style="list-style-type: none">1. Review of statement of the accounts / Bank Reconciliations / Income and Expenditure November. This was signed by the Chair as a true and accurate record2. CCLA investment statement. MP advised no statement received since last meeting. All names linked with the account have been updated3. Preparation of forecast for income v expenditure for 2026/27. A spreadsheet with estimated expenditure is underway and will be ready for 6th January precept meeting.4. QUOTE 2025/33. Utility providers contract periods. Update on any expired agreements & renewal quotes – ED reported via Cllr Stephen Dodds that the Virgin contract for Wi-Fi has ended and quotes for a different provider are being sourced.5. Solicitor costs this FY 2910.00 so far. Some costs (£900) were accrued prior to this Council related to the Town Hall & Heritage centre lease. Subsequent costs are related to Fellowship Hall lease, an appeal and ongoing IT which cannot be discussed in detail as it is confidential.6. FOR DECISION: Internal auditor of accounts – Review quotations- Cllr Elaine Dodds is ill and not present to issue an update, however only two have been obtained. Review of quotes and decision to be deferred to next meeting.7. FOR DECISION: Replacement desktop and Laptop for Town Clerk. The Council decided to only purchase the desktop until a new Clerk is appointed. The quotation accepted was from Lucid Technology. Proposed Cllr Yvonne Wallace. Seconded Cllr Jake Taylor and the motion was carried Cllr Malcolm Palmer to organize the purchase of the desktop computer.8. FOR DECISION: Tickets for the SBC Mayors Ball on Friday 13th February cost £60 each and the Chair and Vice Chair are attending. The Councilors present were made aware that both are paying for their own tickets. The invitation was extended to 6 other Councilors who are also attending and are paying for their own tickets.9. FOR DECISION: Community grant application. Yarm Wellness Centre. The Councilors present agreed to pay the total amount of their project which is £1500.00 Proposed Cllr Malcolm Palmer Seconded Cllr Yvonne Wallace, and the motion was carried10. FOR DECISION: Community grant application: Ingleby Barwick CPAD fund for replacement of Yarm defibrillator items. The Councilors present agreed to pay the amount of £3000.00 and ask them to reapply in the new FY for the further Defibrillator which needs to be installed to fill a gap around the town.



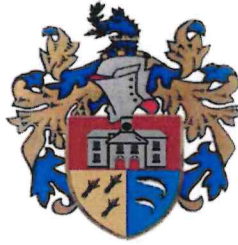
	<p>Proposed Cllr Stephen Dodds Seconded All other Councilors in attendance, and the motion was carried</p> <p><u>True Lovers walk.</u></p> <p>12. <u>FOR DECISION: QUOTE 2025/28: Additional bin installation and 3 weekly emptying of 3 bins by SBC.</u> Proposed Cllr Stephen Dodds Seconded All other Councilors in attendance</p> <p>13. Yarm river pontoons: Update from Borough Council members. This will be subject to the upcoming revised consultation in the coming weeks. Cllr Jake Taylor added that any decisions to reduce the High St plans which may release funds from the levelling up monies allotted, then this Council will as for those monies to be redirected so these pontoons can be replaced.</p> <p>14. West Street riverside path. MoP asked if gabions could be installed to halt riverbank erosion: Update from Borough Council members. Environment Agency have previously refused to be involved, and SBC's responsibility is only the provision of the footpath itself. The landowner would be difficult to identify as responsibility may lay with the adjacent landowners, or the Canals and Rivers Trust.</p>
11.	<p>Yarm Allotments committee: Cllr Yvonne Pybus/ Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil</p> <p>1. UPDATE: Annual payments. PD advises 6 x payments still not received for 2025/26. Cllr Yvonne Pybus advises only 1 payment outstanding according to her records. PD has asked for an update on who has paid, how and when to enable match up to the records for the finance committee.</p> <p>2. UPDATE: Any allotment holders who are not following rules & regulations to be considered. None.</p> <p>3. UPDATE: Plots needing clearing. None.</p> <p>Cllr Yvonne Pybus advises that some messy plots left vacant by people giving up plots have been given to new tenants and they were given one year's free rent in exchange. These were plots B11B / B12 / W8/ W19/ W30B. PD has asked if these tenants have paid their security payments and how and also asked that these decisions are brought to Council for approval prior to being made.</p> <p>4. UPDATE: Waiting list applicants. 1 applicant received this week</p> <p>5. <u>FOR DECISION: Rate to be levied for 2026/27</u> Rate needs to increase to cover costs for higher use of water and electricity, which we are seeing. Rate will be increased to £80 per anum from 1st October 2026, and an option to pay this in 8 x £10 installments offered. Letter to be sent to all allotment holders asap. Proposed Cllr Jake Taylor Seconded Cllr Malcolm Palmer All other Councilors in attendance agreed and the motion was carried</p> <p>Cllr Yvonne Pybus advises that there is a tap which had a leak and was turned off but this keeps being turned back on and would like to install security cage around tap so this can't happen. QUOTE 2025/35 raised for these required works. 3 quotes to be sourced.</p>



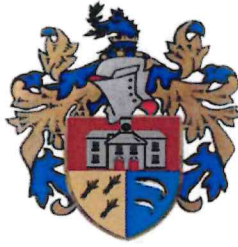
	<p>6. FOR DECISION: Implement initial security payment of £100 to cover any costs when plot handed back. Proposed Cllr Jake Taylor Seconded Cllr Malcolm Palmer All other Councilors in attendance agreed and the motion was carried</p> <p>7. Amendments to rules & regulations are underway. Updated document will be ready for January full Council meeting. Section to be added reference evictee's not being able to reapply for allotments.</p> <p>8. QUOTE 2025/13 Barrier bollard replacement – Companies have attended but no quotes obtained. Cllr Stephen Dodds to approach SBC to obtain a quote.</p> <p>9. QUOTE 2025/14: Allotment lighting, CCTV cameras– No quotes available. Cllr Jake Taylor advises there are solar spot lights which could work and battery fed camera systems which may work. Cllr Stephen Dodds will support Cllr Yvonne Pybus in trying to find a solution.</p> <p>10. Skip requirement. No further skip needed at this time</p>
12.	<p>Yarm Cemetery committee –Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil/ Cllr Aiden Pybus/ Councillor Yvonne Pybus</p> <p>1. QUOTE 2025/15: Memorial Pet Garden. Review any plans or quotes. No quotes have been arranged but the area for this plan is to use space within the orchard of the cemetery. Ashes only will be allowed to be interred and a memorial plaque installed. Cllr Hazel Best to get quotes for fencing around the area identified.</p> <p>2. QUOTE 2025/18. 2 x conifers in St Mary Magdelene Churchyard needing to be removed. Guidelines from the Church have been received and Cllr Stephen Dodds is reviewing these guidelines and will then arrange removal</p> <p>3. QUOTE 2025/19. St Mary Magdelene Churchyard. Tomb restoration. An application needs to be made to the faculty and YTC needs to guarantee to pay for the works prior to them commencing via sending an email. The diocese will decide what type of works are needed. YTC would prefer the tomb top to be laid flat on the ground as support infrastructure isn't sufficient to keep it as it is. Estimated cost to refurbish back to original installation is £6k, to lay the top flat on the ground will be £1.5k. Cllr Stephen Dodds and Cllr Hazel Best will liaise re plans.</p> <p>4. QUOTE 2025/20: Yarm cemetery gates repairs. Cllr Stephen Dodds is to contact the two estimators who gave reasonable estimates and ask them to revise quotes for like works including repairs to the pillar and repainting as both estimates differ in works and costs.</p> <p>5. QUOTE 2025/30: Chapel roof – Repairs needed. Awaiting quotes, some basic works had to be completed due to emergency and electricity has been turned off in the interim. Cllr Stephen Dodds has arranged for Colin Trotter builders to do works due to the emergency and need to get the building dry.</p>



6. Seating benches being funded by member of public and The Keys- Addison plant have 10 cement planters and 10 cement benches which they would like to donate to the cemetery. These will need repainting when installed. Councillors present asked if they would accept these as a donation.
Proposed Cllr Jake Taylor
Seconded All other Councilors in attendance agreed and the motion was carried
7. Memorial sheets of internments. Monthly update displayed in Chapel. These have been updated thanks to the input of former Cllr Alan Moffitt. The details on the website are now updated and these sheets will be printed and available within the Chapel.
8. For information: Christmas tree festival inside St Mary Magdalene Chapel - 17th to 21st December.
9. FOR DECISION: Allow increase use of Chapel fee to £200.
Proposed Cllr Hazel Best
Seconded All other Councillors in attendance agreed and the motion was carried
10. FOR DECISION: Allow fees for wedge plaques to be size dependent.
The Council want to have a standard sized wedge plaque throughout the cemetery and one fixed rate for their installation. Cllr Hazel Best to bring size and charge proposals to the next ordinary council meeting to be ratified.
Proposed Cllr Hazel Best
Seconded All other Councillors in attendance agreed and the motion was carried.
11. FOR DECISION: Allow pre-purchase of internment plots.
The Council discussed this and due to the limited space available have decided that there can be no pre purchase of plots to ensure that there is equal opportunity for all residents to be interred in the available space when needed.
Proposed Cllr Hazel Best
Seconded All other Councillors in attendance agreed and the motion was carried
12. Cemetery parking bays. This was discussed briefly but is to be deferred to next meeting when area for parking has been identified and a basic estimate of costs obtained. Cllr Stephen Dodds and Cllr Hazel Best to liaise.

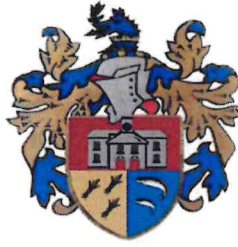


13.	<p>Leisure & Culture committee: Cllr Stephen Nealon/ Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Aiden Pybus/ Cllr Yvonne Wallace</p> <ol style="list-style-type: none">1. Christmas lights switch on debrief. There was a clash of dates with other events round the area which meant the event was not as well attended this year. Council considering other dates including moving the event to a week earlier in 2026. Cllr Stephen Nealon is to be asked to contact SBC and Yarm school re their dates for next year and a decision on the Yarm event can be made at the next meeting2. QUOTE 2025/31: Management of events. Review of 2025 and plans for 2026– Cllr Stephen Nealon not in attendance. Will be discussed at January meeting <p>Dates and plans for other 2026 events.</p> <ul style="list-style-type: none">• Yarm fair dates will be 15th October start date• Remembrance is Sunday 8th November
14.	<p>Yarm Town Hall & Heritage centre:</p> <ol style="list-style-type: none">1. FOR DECISION: Councillor Malcolm Palmer to join the committee. Proposed Cllr Jake Taylor Seconded All other Councillors in attendance agreed and the motion was carried2. Meeting with Volunteers- Meeting not held yet but an email will be sent to the Friends of Yarm Heritage Centre to arrange it. Cllr Jake Taylor is still trying to get any documents or agreements between SBC and FYHC before making any further decisions. The Council feel they need to be more involved with the group and support their work to improve the visitor experience.3. QUOTE 2025/16: Cleaner for windows of Centre inside and out. The quote was successful for £60 per month, which was for both Chapel and Town Hall windows once per month. Proposed Cllr Jake Taylor Seconded All other Councillors in attendance agreed and the motion was carried4. QUOTE 2025/17: Interior cleaning person for Centre 1hr x 5 days wk.. Candidate from temp recruitment agency. 1hr per day for 5 days per week. Cost £17.44ph. starting 5th January. Proposed Cllr Jake Taylor Seconded All other Councillors in attendance agreed and the motion was carried

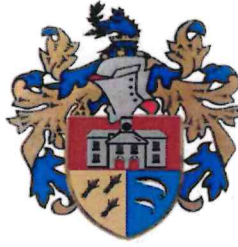


5. QUOTE 2025/25 Loft/ clock access/ ladder repairs & Loft hatch lock – Chair authorized works for completion due to the urgency and the risks of injury and security.
Councillors present acknowledged that these works needed to be completed as an emergency and the quotation policy was therefore not followed and the Chair authorised the works in good faith.
All other Councillors in attendance agreed and the motion was carried
6. QUOTE 2025/26. Entrance door lock changes– Chair authorized works for completion due to the urgency.
Councillors present acknowledged that these works needed to be completed as an emergency and the quotation policy was therefore not followed and the Chair authorised the works in good faith.
All other Councillors in attendance agreed and the motion was carried.
7. QUOTE 2025/29: Relocate CCTV camera and monitor – Review quote from original installer
Councillors present acknowledged that these works needed to be completed as an emergency for when a new Clerk commences work in the upstairs space, and a panic alarm has also been installed linked to the CCTV. The quotation policy was therefore not followed and the Chair authorised the works in good faith.
All other Councillors in attendance agreed and the motion was carried
8. QUOTE 2025/32 Fly infestation around the clock tower – Chair authorized works for completion due to the urgency.
Councillors present acknowledged that these works needed to be completed as an emergency and the quotation policy was therefore not followed and the Chair authorised the works in good faith.
All other Councillors in attendance agreed and the motion was carried.
9. FOR DECISION: Allow public to use toilet facility if requested. The Council acknowledge that this building belongs to the people of the town and its facilities should be accessible to them when needed when the building is open. This was the reason a cleaner was put in place so volunteers aren't required to clean.
Proposed Cllr Jake Taylor
Seconded All other Councillors in attendance agreed and the motion was carried
10. QUOTE 2025/22: investigate accessibility issues with upper floor. Cllr Stephen Dodds is investigating and has already had one quote for stairlift and is chasing more. There cannot be a lift installed now. Defer decisions until following meetings.
11. QUOTE 2025/23: Town Clerk office area privacy & security screening. Cllr Stephen Dodds is investigating methods and costs. Defer decisions until following meetings.
12. QUOTE 2025/24: Meeting table & chairs for upstairs floor. Cllr Yvonne Wallace is measuring the area and will then investigate costs for having this installed. The area would then be available for meetings and would provide a working space for members of the community to use if and when required, including school groups visiting the Heritage centre

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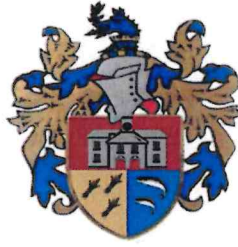


	<p>13. FOR DECISION: DBS check costs for all volunteers annually as required. The Council feel that as volunteers are regularly working with members of the public that this is definitely a requirement. Basic DBS checks cost £21.50 per person per Anum. Enhanced DBS checks are for when children or vulnerable adults are present without supervision, and this isn't something which the Council will allow within this building.</p> <p>Proposed Cllr Jake Taylor Seconded All other Councillors in attendance agreed and the motion was carried</p>
15.	<p>Yarm Fellowship Hall. Cllr Jake Taylor, Cllr Marje Blair, Cllr Elaine Dodds, Cllr Christopher Neil, Cllr Yvonne Pybus.</p> <ul style="list-style-type: none">• Update on meeting planned with trustees for 20/11/25. This meeting was very productive and it has been identified that there are names on the lease for this building who are no longer trustees and need to be removed, Cllr Jake Taylor to liaise with solicitors on this and will get costs. QUOTE: 2025/36 raised. <p>The trustees asked if the bifold wooden internal area doors can be removed as they are faulty. Councillors have informed them that this is not an option and they are to obtain quotes for the repairs required to bring these doors back to the required standard. QUOTE: 2025/37 raised.</p> <p>Exterior fencing needs to be repaired or replaced. Trustees are obtaining quotes. QUOTE: 2025/38 raised.</p>
16.	<p>Yarm bowling club: Cllr Stephen Nealon</p> <ul style="list-style-type: none">• Cllr Nealon not present. Will update at next meeting.
17.	<p>Yarm Town Council – Policy & document reviews and adoption</p> <ul style="list-style-type: none">• Decisions on all Policies deferred at Novembers meeting were discussed during this meeting. All policies had been sent via email to all Councillors on 02/12/25 for their review prior to the meeting for decisions to be made. <p>a) FOR DECISION ON ADOPTION: CCTV policy b) FOR DECISION ON ADOPTION: Absence policy c) FOR DECISION ON ADOPTION: Confidentiality & disclosure d) FOR DECISION ON ADOPTION: Annual leave e) FOR DECISION ON ADOPTION: Anti bullying & harassment f) FOR DECISION ON ADOPTION: Council meeting attendance policy</p>



	<p>g) FOR DECISION ON ADOPTION: Council Press & Media policy h) FOR DECISION ON CONTENT: Community grant policy i) FOR DECISION ON REVISIONS: Quotation policy j) FOR DECISION ON REVISIONS: Complaints policy k) FOR DECISION ON REVISIONS: Code of conduct h) FOR DECISION ON REVISIONS: Allotment rules and regulations</p> <p>All Councillors in attendance agreed and the motion was carried that the above are to be adopted as Policy.</p> <p>PD to create a spreadsheet documenting each policy adopted and a date for their annual review. These reviews will be spread throughout each year to ensure that Councillors are only reviewing up to 4 per month and then have time to read them before the Council meeting and decision.</p> <p><u>Below policies were not ready for this meeting, will be added to next agenda</u></p> <ul style="list-style-type: none"> a) Standing orders b) Cemetery rules & regulations c) Financial regulations d) Creation of a Council standards committee.
18.	<p>Rate payers representative:</p> <ul style="list-style-type: none"> • No representative in place
19.	<p>Questions from the public</p> <ul style="list-style-type: none"> • High Street renovations. When will there be a date for the consultations. Cllr Jake Taylor advises this will be in December but no firm date as yet. Once date publicised by SBC the Council will share the information via its own website and social media. • Defibrillators. There are other companies who install these who may be cheaper. PD advises that this is a Charity not a company and they are using London Hearts who have a promotion on the type of defibrillator they recommend. • Levelling up fund. Can we use some of this money for the pontoons. Cllr Jake Taylor had already stated that this will be requested if the works on the High St are reduced the Council will ask for any available monies to be spent in this area. • Blue & Yellow plastic taxi signs. Cllr Stephen Dodds has already contacted SBC and been informed that these are temporary and will be replaced. YTC has already lodged an objection re their unsightly appearance. Cllr Jake Taylor advises that people can contact the SBC care for your area if they wish to levy more complaints.

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	<ul style="list-style-type: none">• Move meetings back to Challoner House. <p>The move to the Methodist Chapel was made on the back of complaints from member of the public who wanted the meetings to be more central but there has been no increase in attendance so the Council will move the meetings back.</p>
20.	Other items for information and consideration. <ul style="list-style-type: none">• Nothing to record
21.	To confirm the date, time and location of the next YTC meeting: <ul style="list-style-type: none">• Precept Tuesday 6th January 2026, 6.30pm Challoner House, Challoner Road, Yarm TS15 9DS• Ordinary Tuesday 13th January 2026, 7pm Challoner House, Challoner Road, Yarm TS15 9DS
22.	Motion to move to a closed session. As per Schedule 12A of the Local Government Act 1972. Due to confidential information being discussed which must only be heard by Council members & minute taker. Proposed Cllr Jake Taylor Seconded All other Councillors in attendance agreed and the motion was carried

Minutes of this meeting taken by Pamela Danks

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