



Minutes of a meeting of Yarm Town Council held at
Challoner House, Challoner Road, Yarm
on Tuesday 14th October 2025 at 7pm
 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 ordinary meeting minutes

1.	<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>
2.	<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.</p>
3.	<p>Public attendance:</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>
4.	<p>IN ATTENDANCE:</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 Jake Taylor</p>



	<p>Councillor Yvonne Wallace. Town Clerk (Interim cover) Pam Danks – Minute taker</p> <ul style="list-style-type: none"> • Members’ apologies received <p>Councillor Aiden Pybus</p>
<p>5.</p>	<p>Code of Conduct Declaration of Interest Dispensation</p> <ul style="list-style-type: none"> • Councillor Stephen Nealon declared interest in Bowling Club grant decision and will abstain from voting.
<p>6.</p>	<p>To approve signature of minutes previous meetings:</p> <ul style="list-style-type: none"> • Annual meeting - Friday 22nd August 2025. • Ordinary meeting – Tuesday 9th September 2025
<p>7.</p>	<p>To Review and Consider the Correspondence List</p> <ul style="list-style-type: none"> • Nothing to review at this time.
<p>8.</p>	<p>Council Finances (includes Weights & Tolls) Cllr Malcolm Palmer/ Cllr Elaine Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace.</p> <ul style="list-style-type: none"> • <u>Statement of the accounts / Bank Reconciliations / Income and Expenditure.</u> <p>A spreadsheet has been created by the interim Clerk to allow reconciliation and review of monies; this was presented and discussed and finances are in line with expectations for this point in the financial year.</p> <p>All heads of committees are to be ready to prepare budgets for 2026/27.</p> <ul style="list-style-type: none"> • CCLA investment statement was provided and reviewed • <u>AGAR audit for 2024/25.</u> This has been delayed and we are still awaiting the final notifications on the result. A holding email was received from Mazars and displayed on the YTC website. • Utility providers will be checked for contract end dates and quotations for any due renewals sought.



- FOR DECISION: Change of accounting software package.

Quotation from 3 separate companies were reviewed and decision to move from Rialtas to Sage was reached.

- None of the Councillors present abstained from voting. Motion was carried. Councillor Malcolm Palmer to facilitate this move.

- FOR DECISION: Community grant requests – Upper limit of amounts

It was felt that no upper limit should be in the new policy, but the policy should state that requests will be considered dependant on funds available in the budget. Careful consideration should be given to the new budget for 2026/27 and more monies available to those applicants who can ensure these monies are ensuring the benefits will reach the constituents.

- None of the Councillors present abstained from voting. Motion was carried.

- FOR DECISION: Appoint internal auditor for 2025/26 accounts.

Only 1 quotation has been received so far.

- The decision will be deferred until two more are obtained. Councillor Elaine Dodds is obtaining these quotes

- FOR DECISION: Use of Methodist Hall for future Council meetings @ £15 per hour.

The decision to move from Challoner House was due to complaints from members of the public that the current location isn't central and is difficult to attend.

- None of the Councillors present abstained from voting. Motion was carried.

- FOR DECISION: Yarm Town Council website renew

3 quotes were provided by Cllr Yvonne Wallace & Cllr Jake Taylor and each reviewed. Decision was reached to use Newcrest for this project as their quote was the cheapest.

- None of the Councillor present abstained from voting. Motion was carried.

- FOR DECISION: Social media pages & management.

3 quotes were provided by Cllr Yvonne Wallace & Cllr Jake Taylor and each reviewed. Decision was reached to use Social allies for this project but only as a trial 6 month period, when a further decision will be made if to continue.

- None of the Councillor present abstained from voting. Motion was carried.

- FOR DECISION: Mayors Civic Chains

3 quotes were provided by the interim Clerk and each reviewed. Decision was reached to use Frattorini for this project as their design and image number 2 for the chains was felt most appropriate.

- None of the Councillor present abstained from voting. Motion was carried.



- FOR DECISION: Memorial plaques on Snaith's field installed by 1914-1918 committee
Discussion was held on if the Council should adopt responsibility for these installed plaques and maintain them going forward. Cllr John Coulson updated everyone on their installation which was not with agreement of the family who donated the land. The committee who originally installed has now been disbanded, hence request for Council to take over. These items are regularly cleaned by volunteers and they are not in need of anything further. The Council would need to carefully consider any decisions due to their installation not agreed by previous land owners prior to its donation to the town.

- Decision on this will be deferred.

UPDATE:

New.GOV.uk emails for the Council are being developed and should be rolled out within the next week along with migration of all the documents which are on the google desktop programme. From that point onwards all support will be provided by Cornerstone and we can cancel the Direct debit to Google.

Planning & Environment: Cllr Stephen Dodds/ Cllr Stephen Nealon

- General update.

Yarm High street renovation plans have been put on hold by SBC until further meetings have been held with the constituents and plans discussed.

- Planning Applications & Lists. Cllr Dodds continues to receive these weekly and forward to all Councillors
- Play area reports. These continue to be received and one copy of a service level agreement with SBC has been found.
- Snaiths field renovation of play equipment. Meeting with SBC prior to this meeting and concerns raised about the quality of the works. An email following up with concerns will also be sent to SBC asking for areas of the works to be addressed.
- Weeds under trees on Snaiths field cannot be cut until the works have cleared. Interim clerk has arranged with Leighton for this to happen but they will die off over the winter and should be added to future cutting programmes and quotations. 3 quotes for 2026/27 to be sought.
- Christmas lights installation of new power source on bridge side of Town Hall. Not completed yet. Update at next meeting.
- Christmas lighting on bridge, AI visuals provided by SBC were reviewed.
- Saving Yarm petition (Cllr Yvonne Wallace) Cllr now has 3421 signature's now in place. 3 more sets of plans for the new housing estates have been levied and a meeting with developers has been requested.

9.



	<ul style="list-style-type: none"> Grass cutting and maintenance quotes for next FY. No quotes available yet. Defer to next meeting.
<p>10.</p>	<p>Yarm Allotments committee: Cllr Yvonne Pybus/ Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil</p> <ul style="list-style-type: none"> General update. <ul style="list-style-type: none"> Warning letters issued following walk rounds of allotments, sent via Royal Mail. Some holders have notified of intention to vacate. Possible water leak investigated and nothing was found but there are people leaving hose pipes on and we need to ask for the meter on Worsall Road to be repaired and an adjustment installed to stop people using too much water. Skip for removal of debris from vacated allotments is needed again. Interim clerk to arrange with previous company. £270 cost New allotment applicants to be asked to pay a £100 security deposit to cover any damage or removal of rubbish left when vacated. To be added when the Rules & regulations updated. FOR DECISION: Lighting, CCTV cameras and new post for top allotments. Committee to investigate and obtain 3 x quotes. Will need to be solar powered due to lack of electricity. No quotes obtained. Decision to be deferred FOR DECISION: Pest control quotations 3 quotes were provided by the committee and each reviewed. Decision was reached to use Wynyard for this contract. Interim Clerk to inform SBC of change and arrange for collection of their bait boxes. Jake Taylor to inform Wynyard of their quote being accepted. None of the Councillor present abstained from voting. Motion was carried. <p>UPDATE: Bollard that has been knocked over. No quotes for its replacement were discussed. To be added to next agenda for update.</p>
<p>11.</p>	<p>Yarm Cemetery committee –Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil/ Cllr Aiden Pybus/ Councillor Yvonne Pybus</p> <ul style="list-style-type: none"> Grounds & pathways. <p>No quotes for this being rectified were reviewed.</p> <ul style="list-style-type: none"> Grave releveling. Top soil was purchased, and one grave was completed with another happening this week. FOR DECISION: Application for internment from Norwegian national who has lived and worked in Eaglescliffe for 30yrs. This was discussed and a decision reached that space must be kept for Yarm residents.



	<ul style="list-style-type: none"> • 2 Councillors abstained from voting. Motion was carried by majority. Cllr Hazel Best to inform applicant of decision • FOR DECISION: Mary Magdalene Churchyard tomb restoration. Diocese originally wanted like for like restoration but Council ask if the slab could be moved to ground level and pillars removed. David Knowles has provided estimated costs but we are awaiting update from diocese. • Decision to be deferred • Memorial Pet Garden. Committee to get a plan for location and 3 x quotes for any works required. • Decision to be deferred • Hourly paid gardener for all maintenance. Currently there are volunteers who are doing this work but should be considered for 2026/27. Committee to investigate possibilities of part time cover, and ask if volunteers from True Lovers walk would be interested if Council gave a community grant to their project. • FOR DECISION: Cemetery security CCTV connection 3 quotes were reviewed and the decision reached to use 3UK. Cllr Hazel Best to contact and arrange. • None of the Councillor present abstained from voting. Motion was carried. • FOR DECISION: Chapel building repairs 3 quotes were reviewed and the decision reached to use Colin Trotter. Cllr Stephen Dodds to contact and arrange for works to commence. • None of the Councillor present abstained from voting. Motion was carried. • FOR DECISION: Can we allow ground flat memorial plaques to be installed. This will bring Yarm in line with other cemetery's and reduce maintenance costs due to vandalism. The rules and regulations can be updated accordingly. • None of the Councillor present abstained from voting. Motion was carried. • FOR DECISION: Additional waste bin near chapel. The committee had taken the decision to move a separate bin from another location against the advice of the interim clerk. This is being used and emptied with green waste added to the compost at the allotment site. Therefore there is no need for another waste bin.
<p>12.</p>	<p>Staffing committee: Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace</p> <ul style="list-style-type: none"> • Town clerk role recruitment adverts active. • Solicitor being used for advice and support. This is the only sentence which will be recorded and nothing further was discussed on this matter during this Council meeting.



Leisure & Culture committee: Cllr Stephen Nealon/ Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Aiden Pybus/ Cllr Yvonne Wallace

Yarm Fair plans.

Date of fair week commences 13th October, CZ events and Boss events covering event.

- Showman’s lunch this year.

Being buffet catered by Cllr Yvonne Pybus and Cllr Marje Blair. Deputy Mayor for SBC Bob Cook is attending. The formal ceremony for during the luncheon has been less formalised and its content reduced.

- Proclamation and speeches

Proclamation reading will happen same as every other year, and the speeches have been rewritten and edited in readiness for the new Chair.

Hornblower has been given the horn from the Heritage centre.

Steward same as last year to lead procession with halbard.

- Travellers water pipe & rents

13.

The water pipe has been installed and rents will be collected on Wednesday 15th by members of the finance committee. Interim Clerk is unavailable due to other commitment.

Remembrance day

1. Order of service document has been edited with the RBL input and its content reduced. Names will not be read out as this can be disrespectful to others who have died in subsequent conflicts since the end of WW2. There is a new sentence to ensure that these people are recognized.
2. Lord Lieutenant has sent no responses to attendance invitation. Will continue to chase.
3. We will have bagpipes and bugler again this year

Christmas light switch on 7th December 2025.

- We will discuss this at the next meeting in November.

Event management for 2026/27

- We will discuss this at the next meeting in November.



<p>14.</p>	<p>Yarm Town Hall & Heritage centre:</p> <ul style="list-style-type: none"> • Meeting to be arranged with committee and the lead volunteer. • Use of toilet for members of public. This was discussed and the Council feel that members of the public should be allowed to use the convenience when it is requested. Volunteers informed they are not to turn people away. • Cleaner for inside Heritage centre. This was discussed and the Council agreed that a cleaner for the centre should be in place. 3 quotes to be obtained. • Cleaner for windows of Heritage centre. This was discussed and the Council agreed that a window cleaner for the centre should be in place. 3 quotes to be obtained. Also include in this process, the cleaning of the windows in the Chapel. • Media player system installation. The feed system is installed and link is in place. Cllr Jake Taylor knows how to upload items to the feed and can train the new Clerk when appointed. • Christmas lights are still in storage in Bradford but these will be moved to the Methodist Church. • Electrician required to install the new electricity feed.
<p>15.</p>	<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"> • Meeting with the trustees of the Hall arranged for 20th November to view building. • Letter to be written re the advertising banners in place which are not in keeping with the heritage of the building or the conservation area. • Signature on the tenancy agreement needs to be removed and agreement revised.
<p>16.</p>	<p>Yarm bowling club: Cllr Stephen Nealon</p> <ul style="list-style-type: none"> • Copy of the lease agreement needs to be provided for next meeting. • FOR DECISION: Application for community grant to replace doors on club. The application form was reviewed and it was felt that the grant should be authorised for the full amount of the project due to the building being Council owned. • Cllr Stephen Nealon abstained from voting due to a conflict of interest • None of the other Councillors present abstained from voting. Motion was carried.



	<p>Yarm Town Council – Policy & document reviews and adoption</p> <ul style="list-style-type: none"> • FOR DECISION ON ADOPTION: Terms of reference for Rate Payers representative role. None of the Councillor present abstained from voting. Motion was carried to adopt. • FOR DECISION ON ADOPTION: Flag flying policy None of the Councillor present abstained from voting. Motion was carried to adopt. • FOR DECISION ON ADOPTION: Nolan principles policy None of the Councillor present abstained from voting. Motion was carried to adopt. • FOR DECISION ON ADOPTION: Quotation policy None of the Councillor present abstained from voting. Motion was carried to adopt. • FOR DECISION ON ADOPTION: Payment receipts policy. None of the Councillor present abstained from voting. Motion was carried to adopt. <p><u>POLICIES ETC UNDER REVIEW/ DRAFT</u></p> <p>17. • CCTV policy – Being drafted.</p> <ul style="list-style-type: none"> • Standing orders – Councillors comments received and Cllr Elaine Dodds is updating. • Financial regulations – To be reviewed (in progress) • Cemetery rules & regulations– Cllr Hazel Best is reviewing • Allotment rules & regulations – Cllr Yvonne Pybus is reviewing • Council employees absence policy • Confidentiality & disclosure policy • Council employees annual leave policy • Anti bullying & harassment policy • Community grant policy • Council meeting attendance policy • Council Press & Media policy <p>There will be more Policies which need to be added to this list and discussed at meetings this FY</p>
18.	<p>Rate payers representative: Karen Shields</p> <ul style="list-style-type: none"> • No representative was at this meeting.
19.	<p>Questions from the public</p> <ul style="list-style-type: none"> • Damage to a building on the High Street. To be investigated • Bentley wind. Damaged wall will it be repaired. • Lady that walks Bonny the dog. Can she get a thank you letter for her help. Cllr Jake Taylor asked for her contact details and a letter will be sent. • Bins on True lovers walk. 3 additional bins being installed, all 4 bins will be maintained by SBC. • Cllr Jake Taylor asked what the members of public would like from YTC. To represent the public.



	<ul style="list-style-type: none">• When talking about quotes can they be without VAT so each quote is the same.• What budget is there for community grants this year. £500 but any application will be considered between now and next FY and budget when a larger amount will be in place.• Fellowship Hall advertising banners. Need to be removed.• 2 conifers overhanging from Yarm cemetery, can these be removed. Cllr Jake Taylor to get quotes.• Has the bugler been told where their parking space is for the fair. Bugler is aware.• Snaiths field metal benches, the sentence showing on the bench is incorrect and should be changed.• Start time of fair on Saturday is 11.15
20.	<ul style="list-style-type: none">• Consider creating a preferred and non-preferred supplier reference list at the end of 25/26FY. This will be reviewed once we have gone through the proper process of getting quotes and ensure that the companies used provide the right levels of completion in the area. This will not replace the quotation policy.• Consider process / policy for nominating Freeman of The Town. Decision deferred <ul style="list-style-type: none">• Update on Yarm Grammar School Trust trustee membership. No members of Yarm Town Council are on this committee.
21.	<p>To confirm the date, time and location of the next YTC meeting:</p> <ul style="list-style-type: none">• Tuesday 11th November 7pm. Methodist Hall, Yarm.

Meeting closed at 21.20