



Yarm Town Council  
Yarm Town Hall  
High Street  
Yarm  
TS15 9AH

**Minutes of Yarm Town Council Annual Parish meeting.**  
Held at: Challoner House, Challoner Road, Yarm TS15 9DS on Tuesday 5<sup>th</sup> May 2026 at 7pm. Members of the public were invited to attend the meeting.

<p><b>ITEM 1 2026 APM/01</b></p>	<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.</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> <p>2 Members of the public were in attendance.</p>
<p><b>ITEM 2 2026 APM/02</b></p>	<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 did notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photograph.</p> <p>No declarations of objection or admissions of recording were received.</p>



<p><b>ITEM 3 2026 APM/03</b></p>	<p><b>Council meeting interruptions:</b></p> <p>Members of public were reminded that they cannot interrupt this meeting.</p>
<p><b>ITEM 4 2026 APM/04</b></p>	<p><b>IN ATTENDANCE:</b></p> <p>Councillor Marje Blair Councillor Elaine Dodds Councillor Stephen Dodds Councillor Malcolm Palmer Councillor Yvonne Pybus Councillor Jake Taylor (Chair 2025/26) Councillor Yvonne Wallace (Vice chair 2025/26) Councillor Hazel Best</p> <p><b>Members’ apologies received</b> Councillor Stephen Nealon</p> <p><b>Members absent</b> Councillor Christopher Neil Councillor Aiden Pybus</p> <p><b>IT WAS RESOLVED:</b> To accept all the apologies received for Councillors non attendance</p> <p><b>Councillors are reminded that notification of non-attendance at a Council meeting needs to be directly reported to the stand in Clerk before the meeting commences.</b></p>
<p><b>ITEM 5</b></p>	<p><b>Election of a Chair for 2026/27</b></p>



<p><b>2026 APM/05</b></p>	<p>Cllr Marje Blaire nominated Cllr Jake Taylor to be Chair for 2026/27 Cllr Yvonne Wallace seconded this motion</p> <p><b>IT WAS RESOLVED:</b> To accept this nomination and Cllr Jake Taylor was duly accepted as Chair for 2026/27 by majority.</p> <p>Cllr Stephen Dodds abstained from voting.</p> <p>Cllr Jake Taylor duly signed the declaration of acceptance of office and this was dual signed by Pam Danks as stand in Clerk.</p>
<p><b>ITEM 6 2026 APM/06</b></p>	<p><b>Election of a Vice Chair for 2026/27</b></p> <p>Cllr Marje Blaire nominated Cllr Yvonne Wallace to be Vice Chair for 2026/27 Cllr Yvonne Pybus seconded this motion</p> <p><b>IT WAS RESOLVED:</b> To accept this nomination and Cllr Yvonne Wallace was duly accepted as Vice Chair for 2026/27 by majority.</p> <p>Cllr Stephen Dodds abstained from voting.</p> <p>Cllr Yvonne Wallace duly signed the declaration of acceptance of office and this was dual signed by Pam Danks as stand in Clerk.</p>
<p><b>ITEM 7</b></p>	<p><b>Declaration of interest 2026/27</b></p>



<p><b>2026 APM/07</b></p>	<p>All Councillors present were asked to complete and sign the declaration of interest forms A &amp; B, and these were dual signed by Pam Danks as stand in Clerk.</p> <p>Members not in attendance will be asked to complete and sign at next Meeting on 12<sup>th</sup> May 2026.</p>
<p><b>ITEM 8 2026 APM/08</b></p>	<p><b>Acceptance of office for 2026/27</b></p> <p>All Councillors present were asked to sign the declaration of acceptance of office and these were dual signed by Pam Danks as stand in Clerk.</p> <p>Members not in attendance will be asked to sign at next meeting on 12<sup>th</sup> May 2026.</p>
<p><b>ITEM 9 2026 APM/09</b></p>	<p><b>Code of Conduct   Declaration of Interest Dispensation</b></p> <p>No items were considered.</p>
<p><b>ITEM 10 2026 APM/10</b></p>	<p><b>To note the minutes of the previous Annual Meeting</b></p> <p>Previous minutes from annual meeting in May 2025 were reviewed.</p>
	<p><b>To nominate and elect a Chair to the following committees:</b></p>



**ITEM 11  
2026  
APM/11**

- Finance & Governance

Cllr Malcolm Palmer was nominated by Cllr Marje Blair and seconded by Cllr Jake Taylor.

**IT WAS RESOLVED:** To accept this nomination and Cllr Malcolm Palmer was duly accepted as Chair of finance for 2026/27 by majority.

- Planning & Environment

Due to Cllr Stephen Dodds resignation from this committee due to conflict of interest with his Borough Council role and involvement in Borough Planning. There is now only one member of this committee who is Cllr Stephen Nealon. No other members of the Council present expressed interest in becoming Chair.

**IT WAS RESOLVED:** To defer decisions on Chair until Cllr Stephen Nealon is present.

- Allotments

Cllr Yvonne Pybus was nominated by Cllr Marje Blair and seconded by Cllr Yvonne Wallace.

**IT WAS RESOLVED:** To accept this nomination and Cllr Yvonne Pybus was duly accepted as Chair of Allotments for 2026/27 by majority.

- Chapel & cemetery

Cllr Hazel Best was nominated by Cllr Yvonne Pybus and seconded by Cllr Marje Blair

**IT WAS RESOLVED:** To accept this nomination and Cllr Hazel Best was duly accepted as Chair of Chapel & cemetery for 2026/27 by majority.

- Leisure & Culture

Current Chair Cllr Stephen Nealon was not present



<p><b>ITEM 11 2026 APM/11</b></p>	<p><b>IT WAS RESOLVED:</b> To defer decisions on Chair a until Cllr Stephen Nealon is present.</p> <ul style="list-style-type: none"> <li>• <u>Town Hall &amp; Heritage Centre</u> Cllr Yvonne Wallace was nominated by Cllr Hazel Best and seconded by Cllr Malcolm Palmer <b>IT WAS RESOLVED:</b> To accept this nomination and Cllr Yvonne Wallace was duly accepted as Chair of Town Hall &amp; Heritage Centre for 2026/27 by majority.</li> <li>• <u>Community support</u> Cllr Marje Blair was nominated by Cllr Malcolm Palmer and seconded by Cllr Yvonne Wallace. <b>IT WAS RESOLVED:</b> To accept this nomination and Cllr Marje Blair was duly accepted as Chair of Community Support for 2026/27 by majority.</li> <li>• <u>Staffing</u> Cllr Elaine Dodds was nominated by Cllr Jake Taylor and seconded by Cllr Malcolm Palmer. <b>IT WAS RESOLVED:</b> To accept this nomination and Cllr Elaine Dodds was duly accepted as Chair of Staffing for 2026/27 by majority.  Cllr Elaine Dodds reminded those present that the Staffing Chair and committee only had authority for the Councils employees and not Councillors and their voluntary roles.</li> <li>• <u>Any other Committees (Fellowship, Bowling Club)</u> No other committees were considered during this meeting.</li> </ul>
	<p><b>To elect members of the Council to serve on committees with voting rights (all members having attendance and participation rights)</b></p>



**ITEM 12  
2026  
APM/12**

- Finance & Governance
- Cllr Elaine Dodds (Vice Chair)
- Cllr Jake Taylor
- Cllr Yvonne Wallace

**IT WAS RESOLVED:** To keep current committee members the same as 2025/26 and remain in place for 2026/27

- Planning & Environment

**IT WAS RESOLVED:** To discuss this committee at a future meeting when Cllr Stephen Nealon is present. Cllr Elaine Dodds is willing to join this committee.

- Allotment
- Cllr Hazel Best (Vice Chair)
- Cllr Marje Blair
- Cllr Christopher Neal

**IT WAS RESOLVED:** To keep current committee members the same as 2025/26 and remain in place for 2026/27 unless one of the Cllrs not present at this meeting wishes to be removed.

- Chapel & cemetery
- Cllr Marje Blair (Vice Chair)
- Cllr Yvonne Pybus
- Cllr Aiden Pybus
- Cllr Christopher Neal

**IT WAS RESOLVED:** To keep current committee members the same as 2025/26 and remain in place for 2026/27 unless one of the Cllrs not present at this meeting wishes to be removed.

- Leisure & Culture
- Cllr Elaine Dodds



<p><b>ITEM 12</b> <b>2026</b> <b>APM/12</b></p>	<ul style="list-style-type: none"> <li>• Cllr Yvonne Pybus</li> <li>• Cllr Aiden Pybus</li> </ul> <p><b>IT WAS RESOLVED:</b> To keep current committee members the same as 2025/26 and remain in place for 2026/27 unless one of the Cllrs not present at this meeting wishes to be removed.</p> <ul style="list-style-type: none"> <li>• <u>Town Hall &amp; Heritage centre</u></li> <li>• Cllr Yvonne Pybus</li> <li>• Cllr Malcolm Palmer</li> <li>• Cllr Stephen Nealon</li> <li>• Cllr Aiden Pybus</li> </ul> <p><b>IT WAS RESOLVED:</b> To keep current committee members the same as 2025/26 and remain in place for 2026/27 unless one of the Cllrs not present at this meeting wishes to be removed.</p> <ul style="list-style-type: none"> <li>• <u>Community support</u></li> <li>• Cllr Jake Taylor</li> <li>• Cllr Yvonne Wallace</li> <li>• Cllr Yvonne Pybus</li> </ul> <p><b>IT WAS RESOLVED:</b> To keep current committee members the same as 2025/26 and remain in place for 2026/27</p> <ul style="list-style-type: none"> <li>• <u>Staffing</u></li> <li>• Cllr Jake Taylor</li> <li>• Cllr Yvonne Wallace</li> <li>• Cllr Malcolm Palmer</li> </ul> <p><b>IT WAS RESOLVED:</b> To keep current committee members the same as 2025/26 and remain in place for 2026/27, along with Councillor Malcolm Palmer</p>
<p><b>ITEM 12</b></p>	<ul style="list-style-type: none"> <li>• <u>Any other Committees</u> (Fellowship, Bowling Club)</li> </ul> <p>No other discussions on these committees took place</p>



<p><b>2026 APM/12</b></p>	
<p><b>ITEM 13 2026 APM/13</b></p>	<p><b>Election of Rate Payer’s Representative</b></p> <p>This role is of no interest to members of the Community and no applications for it have been received.</p> <p><b>IT WAS RESOLVED:</b> The role is to be made inactive and removed from future agenda’s.</p>
<p><b>ITEM 14 2026 APM/14</b></p>	<p><b>Appointment of Representatives to Outside Bodies</b></p> <ul style="list-style-type: none"><li>• No other discussions on these committees took place</li></ul>
	<p><b>Current Policies &amp; schedule for review</b></p>



ITEM 15 2026 APM/15	Document name	Date approved	Last review date	Next review due before
		Allotment Tenancy Rules & Regulations	Sent to Merritts 25/03/2026	
	Anti Bullying & Harassment	09 December 2025	09 December 2025	Dec 2026
	Asset Register	24 March 2026	24 March 2026	March 2027
	CCTV	09 December 2025	09 December 2025	Dec 2026
	Cemetery Rules and Regulations	10 March 2026	10 March 2026	March 2027
	Civic Regalia	14 April 2026	14 April 2026	April 2029
	Code of Conduct	09 December 2025	09 December 2025	Dec 2026
	Community Grant Awarding	09 December 2025	09 December 2025	Dec 2026
	Complaints Procedure	09 December 2025	09 December 2025	Dec 2026
	Confidentiality & Disclosure	09 December 2025	09 December 2025	Dec 2026
	Council Meeting Attendance	09 December 2025	09 December 2025	Dec 2026
	Councillor Expenses	10 March 2026	10 March 2026	March 2027
	Data Protection	14 June 2012	10 March 2026	March 2027
	Dress code	meeting 12/05/26		May 2027
	Employee Absence & Capability (Employees)	meeting 12/05/26	09 December 2025	May 2027
	Employee Annual Leave (Employees)	meeting 12/05/26	09 December 2025	May 2027
	Employment Matters Scheme of Delegation (Employees)	meeting 12/05/26		May 2027
	Family Leave (Employees)	meeting 12/05/26		May 2027
	Finance & Governance Terms of Reference	10 March 2026	10 March 2026	March 2027
	Financial Regulations	24 March 2026	24 March 2026	March 2027
	Financial reserves	24 March 2026	24 March 2026	March 2027
	Flag Flying	14 October 2025	14 October 2025	Oct 2026
	Gifts and Hospitality	meeting 12/05/26		May 2027
	Human Resources	24 March 2026	24 March 2026	March 2027
	Monetary Receipts	14 October 2025	14 October 2025	Oct 2026
	Nolan Principles	14 October 2025	14 October 2025	Oct 2026
	Press & Media need in word	09 December 2025	09 December 2025	Dec 2026
	Quotations	14 October 2025	14 October 2025	Oct 2026
	Rate Payers Representative	10 March 2026	10 March 2026	March 2027
	Recruitment	10 March 2026	10 March 2026	March 2027



**ITEM 15  
2026  
APM/15**

Document name	Date approved	Last review date	Next review due before
Risk Register	24 March 2026	24 March 2026	March 2027
Social Media	July 2019	13 January 2026	January 2027
Volunteer Agreement	24 March 2026	24 March 2026	March 2027
Working Hours and Overtime (Employees)	14 April 2026	14 April 2026	April 2028
Standing Orders	Under review		
TOR Rate Payers Representative	14 October 2025	14 October 2025	Oct 2026
TOR Volunteers	24 March 2026	24 March 2026	March 2027

Standing orders are nearly complete and will be presented at the meeting in July 2026.

Policies still under construction are listed below and will be presented for consideration when complete:

Document name	Date approved	Last review date	Next review due before
Communications	Under construction		
Community Support	Under construction		
Crime & Disorder	Under construction		
Discipline & Grievance (Employees)	Under construction		
Employee Expenses	Under construction		
Equal Opportunities (Employees)	Under construction		
Equality, Diversity & Inclusion (Employees)	Under construction		
Fire	Under construction		
Freedom of Information	Under construction		
General Donations	Under construction		
Health & Safety	Under construction		
Internal Controls	Under construction		
Lone Working	Under construction		
Martyn's law	Under construction		
Mobile Phones	Under construction		
Privacy	Under construction		
Publication Scheme	Under construction		
Recording Council Meetings	Under construction		

**ITEM 15  
2026  
APM/15**



	Document name	Date approved	Last review date	Next review due before
	Risk Management	Under construction		
	Website Accessibility Statement	Under construction		
	TOR Community Support	Under construction		
	TOR Independant Appeal Procedure	Under construction		
	TOR Leisure & Culture	Under construction		
	TOR Staffing	Under construction		
	TOR Planning & environment	Under construction		
<b>ITEM 16 2026 APM/16</b>	<p><b>Insurance Cover</b></p> <p>Cllr Malcolm Palmer: Gallagher have been contacted re the current policy but have not responded with the proper documentation, this will be provided at the meeting 12<sup>th</sup> May.</p>			
<b>ITEM 17 2026 APM/17</b>	<p><b>To confirm the date &amp; location of the next ordinary meeting</b></p> <p>Tuesday 12<sup>th</sup> May 2026 @ 7pm. Challoner House, Challoner Road, Yarm</p> <p>Pam Danks is on holiday for this meeting and the minutes will be taken by Cllr Stephen Dodds</p>			
<b>ITEM 18 2026 APM/18</b>	<p><b>Yarm Annual Parish Assembly – To confirm date and time</b></p> <p>Tuesday 2nd June 7pm Challoner House, Challoner Road, Yarm</p>			



**ITEM 19  
2026  
APM/19**

**Confirmation of regular day / time / location for YTC Ordinary Meetings during 2026/27**

FOR DECISION: Start times of all Yarm Council meetings move to 6pm.

**IT WAS RESOLVED:** By the members present by a show of hands, that following the Annual Parish Assembly meeting on 2<sup>nd</sup> June, all future meetings would be planned for 6.30pm start.

FOR DECISION: Add a summer (August) and festive break (December) reducing ordinary Council meetings to 10 per anum.

**IT WAS RESOLVED:** By the members present by a show of hands, that these breaks should be implemented. Thereby planning 10 ordinary Council meetings per year which is still above the required 4 meetings per year minimum.

**Dates and times of meetings for 2026/27 shown below:**

Annual Parish Assembly – 2nd June @7pm

Ordinary meeting 9th June @6.30pm

Ordinary meeting 14th July @6.30pm

Ordinary meeting 8th September @6.30pm

Ordinary meeting 13th October @6.30pm

Ordinary meeting 10th November @6.30pm

Precept meeting 5<sup>th</sup> January 2027 @ 6.30pm

Ordinary meeting 12th January 2027 @6.30pm

Ordinary meeting 9th February 2027 @6.30pm

Ordinary meeting 9th March 2027 @6.30pm

List of dates and times will be published on the website. Committee meetings separate to the above list will be planned when required.

Meeting ended at 7pm (19:00) Minutes taken by Pamela Danks