



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

Minutes of Yarm Town Council ordinary meeting.

Held at: Challoner House, Challoner Road, Yarm TS15 9DS on Tuesday 12th May 2026 at 7pm Members of the public were invited to attend the meeting.

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| <p>ITEM 1 2026/117</p> | <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> <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>Members of the public were in attendance.</p> |
| <p>ITEM 2 2026/118</p> | <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> |

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| <p>ITEM 2 2026/119</p> | <p>It was noted that this meeting was being visually recorded via the building CCTV</p> <p>No objections were raised</p> <p>This legislation does state that we can now ask if there are any persons intending to record this meeting and therefore, we would ask that they please declare this intention before we proceed.</p> <p>No admissions of recording taking place were received.</p> |
| <p>ITEM 3 2026/120</p> | <p>Council meeting interruptions:</p> <p>Members of public were reminded that they cannot interrupt this meeting.</p> |
| <p>ITEM 4 2026/121</p> | <p>To appoint a Chair in the absence of the Chair or Chair of Finance and Governance.</p> <ul style="list-style-type: none"> • Chair wasn't present due to annual leave. <p>IT WAS RESOLVED: by all Councillors present at this meeting to accept Cllr Yvonne Wallace as chair of this meeting. Chair of Finance & Governance Cllr Malcolm Palmer was in attendance.</p> |

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**ITEM 5
2026/122**

IN ATTENDANCE:

- Councillor Marje Blair
- Councillor Elaine Dodds
- Councillor Stephen Dodds
- Councillor Christopher Neil
- Councillor Malcolm Palmer
- Councillor Yvonne Pybus
- Councillor Yvonne Wallace (Vice chair)
- Councillor Hazel Best

- Borough Councillor Andrew Sherris

Members’ apologies received

- Councillor Stephen Nealon
- Councillor Aiden Pybus
- Councillor Jake Taylor (Chair)
- Pamela Danks minute taker (annual leave)

Members absent

IT WAS RESOLVED: To accept all the apologies received for Councillors non attendance

Councillors are reminded that notification of non-attendance at a Council meeting needs to be directly to the Clerk before the meeting commences.

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| <p>ITEM 6 2026/123</p> | <p>Code of Conduct Declaration of Interest Dispensation</p> <ul style="list-style-type: none"> No declarations of interest from members of any item to be discussed were received. |
| <p>ITEM 7 2026/124</p> | <p>To approve signature of minutes previous meetings:</p> <ul style="list-style-type: none"> Ordinary meeting – Tuesday 14th April 2026. <p>Proposed: Cllr Malcolm Palmer Seconded: Cllr Elaine Dodds</p> <p>IT WAS RESOLVED: That these minutes were a true and accurate record,</p> <p>The minutes were duly signed on each page and dated by the Chair in place for this meeting Cllr Yvonne Wallace, to confirm that these minutes were a true and accurate record of the meeting held.</p> |
| <p>ITEM 8 2026/125</p> | <p>Police Community Support Officer(s)</p> <ul style="list-style-type: none"> No details of name of the PCSO have been provided, neither were they in attendance. |

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| <p>ITEM 9 2026/126</p> | <p>Council Finances Cllr Malcolm Palmer/ Cllr Elaine Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace.</p> <p>The print out of the Bank statement, SAGE report and CCLA investment statement for the month of March were provided via email prior to the meeting and within the printed packs showing all transactions and balances for the previous month.</p> <p>All documents are currently with the internal auditor for the FY April 2025- March 2026.</p> <p>Cllr MP reported on the monthly expenditure and notable incomes list. Cllrs were provided with printed copy of current bank statement. SAGE reports were reviewed for three other YTC bank accounts. NS&I account names are to be updated.</p> <p>Cllr MP confirmed VAT will be claimed quarterly to ensure up to date accounting and transparency on available funds.</p> <p>IT WAS RESOLVED: That the bank statements and invoices signed matched Cllr Yvonne Wallace signed for record keeping.</p> <p>Insurance Cover is due to be renewed in June 2026. Gallaghers are the current providers and YTC are awaiting a new proposal.</p> <p>Community Grant application had been received from TLW group for £1000 contribution for the maintenance of the Rose Garden (West Street), which is YTC responsibility. MP reported TLW group had received £4754.40 for new bins and an SLA agreement with SBC to empty bins. Agreed to request an extra over quote from Grounds</p> |
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| <p>ITEM 9 2026/126</p> | <p>Maintenance contractor and if agreeable could be added as an addendum to current contract.</p> <p>IT WAS RESOLVED: To await quote from current contractor and any decision to be deferred to next meeting.</p> |
| <p>ITEM 10 2026/127</p> | <p>Planning & Environment: Cllr Stephen Nealon/ Cllr Elaine Dodds</p> <p>ED reported three quotes received regarding Fire Risk Assessments for the Town Hall. Quotation information was provided in meeting packs.</p> <p>IT WAS RESOLVED: to instruct H E Woolley Proposed by Cllr YW Seconded by Cllr MP.</p> <p>ED reported two quotes received for door entry, chasing third and will report back to Council at next meeting.</p> <p>ED reported SBC planners have requested a Listed Building Application for the new tap. HB proposed and YP seconded.</p> |

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| <p>ITEM 11 2026/128</p> | <p>Yarm Allotments: Cllr Yvonne Pybus/ Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil</p> <p>Asbestos found on shed roof IT WAS RESOLVED: To obtain three quotes from registered asbestos removal companies. One quotation already in place</p> <p>Cllr YP awaiting update on progress of install of a free door into the toilet entrance by PH.</p> <p>Cllr YP stated no progress with gate to allotment from PB, so will be sourcing alternative fabricator and get quotes.</p> <p>Eviction letters for non-cultivation – Process underway.</p> <p>Cllr HB confirmed that there is a waiting list of three people for plots but currently non available.</p> <p>Cllr ED stated current Electricity contract is out of date. To enable Finance Committee to source alternative contracts a meter reading is required. ED to meet Cllr YP 10am Sunday morning.</p> <p>Revised Allotment Rules and Regulations still with solicitor.</p> <p>Community Plot (Plot 4A) has been cleared and planted. Site visit by Cllrs from committee will take place in next few weeks.</p> |
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| <p>ITEM 12 2026/129</p> | <p>Yarm Cemetery & Chapel – Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil/ Cllr Aiden Pybus/ Councillor Yvonne Pybus</p> <p>Cllr HB – The free planter and seating that have been given now have installation positions agreed. A formal installation plan has also been created. Once installed the planters will be painted either green or black.</p> <p>Cllr HB confirmed notice has been put up on front door of Chapel with contact details if any member of public wish to gain entry.</p> <p>Cllr ED confirmed all new electrics and lighting has been installed to Chapel.</p> |
| <p>ITEM 13 2026/130</p> | <p>Leisure & Culture: Cllr Stephen Nealon/ Cllr Elaine Dodds/ Cllr Aiden Pybus/ Cllr Yvonne Wallace</p> <p>There is no update available due to Cllr SN being away on annual leave. An update will be provided on his return</p> <p>Cllr MP looking for contacts to re-engage with twin towns.</p> |
| <p>ITEM 14 2026/131</p> | <p>Staffing committee: Cllr Elaine Dodds, Cllr Malcolm Palmer / Cllr Jake Taylor, Cllr Yvonne Wallace.</p> <p>Cllr ED informed a meeting of the staffing committee will take place on 20th May 2026 at the Town Hall to review YTC Clerk position recruitment process.</p> |

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| <p>ITEM 15 2026/132</p> | <p>Yarm Town Hall & Heritage centre: Cllr Jake Taylor/ Cllr Aiden Pybus/ Cllr Yvonne Pybus/ Cllr Malcolm Palmer / Cllr Stephen Nealon</p> <p>Cllr ED highlighted list in pack of all archive material stored at Preston Park Museum. Items highlighted in red – no record of location. These items are being collected and will be returned to the Town Hall as requested by Preston Park Museum due to their lack of space.</p> <p>Cllr HB reported CO-OP funeral services had requested a meeting with YTC to introduce themselves. PD to issue invitation for a meeting to be held at the Town Hall – first floor meeting area.</p> |
| <p>ITEM 16 2026/133</p> | <p>Yarm Fellowship Hall. Cllr Malcolm Palmer/Cllr Jake Taylor/ Cllr Marje Blair/ Cllr Elaine Dodds/ Cllr Christopher Neil/ Cllr Yvonne Pybus</p> <ul style="list-style-type: none"> • No updates to record. |
| <p>ITEM 17 2026/134</p> | <p>Yarm Community support. Cllr Jake Taylor, Cllr Yvonne Wallace, Cllr Marje Blair, Cllr Yvonne Pybus</p> <p>Cllr YW advised that only five trophies were available at original supplier and will be looking to source another supplier.</p> <p>Cllr ED stated that the rules and regulations for the committee had been drafted for comments and/or approval.</p> |

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| <p>ITEM 18 2026/135</p> | <p>Yarm Bowling Club Cllr Stephen Nealon</p> <p>Cllr ED confirmed That YTC insure the building but YBC insurance the contents. YBC are required to provide copy of insurance cover of YTC records which remains outstanding.</p> |
| <p>ITEM 19 2026/136</p> | <p>Yarm Town Council – Policy & Document reviews/ agreements</p> <p>Cllr MB objected to number of policies which are now in place. It was pointed out that the policies were needed to bring YTC in line with guidance and other councils and that previous council members seemed to have been negligent in ensuring all the required policies were in place.</p> <p>FOR DECISION: Adoption of Council members Dress Code Policy. Decision on this policy to be deferred</p> <p>FOR DECISION: Adoption of Gifts and hospitality Policy IT WAS RESOLVED: By all Councillors present that this policy was best practise and should be adopted.</p> <p>FOR DECISION: Employment matters scheme of delegation IT WAS RESOLVED: By 8 Councillors present that this policy can be ratified.</p> <p>FOR DECISION: Statutory and contractual requirement. IT WAS RESOLVED: By 8 Councillors present that this policy can be ratified.</p> |

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| <p>ITEM 19 2026/136</p> | <p>FOR DECISION: Employment family leave policy - Statutory and contractual requirement. IT WAS RESOLVED: By 8 Councillors present that this policy can be ratified.</p> <p>FOR DECISION: Employee absence and capability policy. IT WAS RESOLVED: By 8 Councillors present that this policy can be ratified.</p> <p>FOR DECISION: Employee annual leave IT WAS RESOLVED: By 8 Councillors present that this policy can be ratified.</p> <p>Cllr MB & Cllr YP enquired about a Duty of Care Policy – advised that this was covered in the existing Standing Orders, Nolan principles policy and Code of Conduct policies for councillors. PD to be asked to check with the SLCC and amend anything required.</p> |
| <p>ITEM 20 2026/137</p> | <p>Adjournment - Questions from the Public</p> <p>In response to questions from member of public: 1 –Hogweed outside Fellowship Hall. SBC have sprayed this. YTC to install signs notifying the public.</p> <p>2- Snaiths Field – request for tree guards to stop rabbits harming the fruit trees. To be reviewed.</p> |

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| | <p>3- Dress Code Policy – thought it was ridiculous. Explained that it is in place to advise and protect people associated with or representing the council.</p> <p>4- New Allotments – These are based in Kirklevington Parish Council.</p> <p>5- Duty of Care Policy – Act of Parliament 2014. ED stated would defer question to P Danks for advice from SLCC</p> <p>6- White lining to car parking bays in High Street – Cllr Andrew Sherris advised that SBC have a programme of works and they are aware this needs to be renewed.</p> |
| <p>ITEM 21 2026/138</p> | <p>Other items for information and consideration.</p> <p>Cllr YW stated that she has been contacted by members of the public to help with planting and maintenance of the smaller planting beds in the high street (barrels etc). To be included in Community Support section. Added to website when up and running with contact details for members of the public so they can get involved.</p> <p>Meet The Army event to be held at Parkmore Hotel on Tuesday 2nd June 2026 – ticket only.</p> |

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| <p>ITEM 22 2026/139</p> | <p>To confirm the date, time and location of the next YTC meeting:</p> <ul style="list-style-type: none"> • Annual Parish Assembly Tuesday 2nd June 2026, 7:00pm at Challoner House, Challoner Road, Yarm, TS15 9DS. <p>A decision was reached at the annual meeting held in May to change future meetings to 6.30pm start for all meetings following the APA as detailed above. Therefore the meeting below and all future meetings will be earlier</p> <ul style="list-style-type: none"> • Ordinary Council meeting Tuesday 9th June 2026, 6:30pm at Challoner House, Challoner Road, Yarm, TS15 9DS. |
| <p>ITEM 23 2026/116</p> | <p>Motion to move to a closed session. As per Schedule 12A of the Local Government Act 1972.</p> <p>Due to confidential information being discussed which must only be heard by Council members & minute taker.</p> <ul style="list-style-type: none"> • No minutes of this section of the meeting were taken due to the confidentiality of the items discussed. |

Minutes taken by Cllr Stephen Dodds.

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