

# YARM TOWN COUNCIL



## **Minutes of Yarm Town Council Meeting** **held in the Town Hall at 7.03pm on Tuesday 14<sup>th</sup> May 2019**

**PRESENT:** Councillors L Casey (in the Chair); P Monck, Barbara Wegg, Bob Wegg, P Smailes, P Addison, S Luwero (Part of) T Chapman (Town Clerk) and 6 members of the public.

### **Minute No.**

#### **1 APOLOGIES FOR ABSENCE:**

None.

#### **2 DECLARATIONS OF INTEREST.**

None.

#### **3 CONFIRMATION OF MINUTES**

The minutes of the Town Council Meeting held on the **9<sup>th</sup> April 2019** were **accepted** as a correct record of the meeting.

#### **4 MATTERS ARISING.**

None

#### **5 To accept the minutes of the Weigh and Tolls Committee held on the 9<sup>th</sup> April 2019 2019.**

The minutes were **accepted**.

#### **6 To discuss and agree a process in order to co-opt additional members to Yarm Town Council.**

It was **agreed** to advertise the role and vacancies in order to encourage expressions of interest by 7<sup>th</sup> June 2019 with a view to co-option at a future date.

#### **7 To approve the Council's Annual Governance & Accountability Return Part 3 (Sections 1 & 2) and the Explanation of Variances.**

The Part 3 and Explanation of Variances reports were **reviewed** and **agreed** for submission to the External Auditor along with the required documents.

#### **8 To review the Internal Audit report for 2018/2019 and agree the Internal Audit Plan 2019/2020.**

The contents of the internal audit report were **reviewed** and the Audit Plan **agreed**.

#### **9 COUNCIL FINANCES**

a. Members approved the following payments and income:

<b>Payments by Direct Debit</b>		<b>£</b>	<b>£</b>
<b>Creditor</b>	<b>Service</b>	<b>Sub Total</b>	<b>Total</b>
EE	Mobile & telephone 17.4.19		<b>£27.00</b>
Stockton-on-Tees BC	Willey Flatts Cleansing. 1.4.19		<b>£198.29</b>
Stockton-on-Tees BC	Cemetery refuse bin. 1.4.19		<b>£55.80</b>
Stockton-on-Tees BC	Cemetery rates. 1.4.19		<b>£34.43</b>
Npower (7904 79839 50)	Allotment Hut/Chapel Electric 15.1.19 - 1.5.19		<b>£89.18</b>

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Payments by Cheque		£	£
Creditor	Service	Sub Total	Total
Stockton-on-Tees BC	Play Area Inspection SLA (re-listed to inc VAT)		£1,236.24
Leighton Landscapes	Grounds Maintenance Inv 5963 30.4.19		£1,999.70
Gordon Fletcher	Internal Audit for AGAR		£200.00
Cornerstone	Business Premium Licence Inv 31005	11.28	
Cornerstone	Offsite Backup Invoice No 30966	48.00	
Cornerstone	IT Support Invoice No 31138	36.00	£95.28
Cornerstone	Laptop Invoice No 30779		£942.00
Town Clerk	Allotments Signage (2 off) ex Feet First.	72.00	
Town Clerk	Printer Ink 24.4.19	13.99	
Town Clerk	Stamps and stationery.( £7.32+£13.34)	20.66	£106.65
Town Clerk	March Salary		£1,517.87
Teesside Pension Fund	March EE & ER Pension Contribution		£474.56
HMRC	March Tax and NI liability		£436.79
Anglian Water	Brickyard Allotments 11.4.19		£38.50
Complete Security	Stewarding in Cemetery 29.4.19		£278.40
<b>Income</b>			
NatWest	Reserve Account Interest 30th April 2019		£37.74
Crake & Mallon	Ashes fee. (DJ)		£147.50
Co-op	Grave fee (EW)		£650.00

b. Bank Reconciliation Statements

This item was deferred due to a focus on the requirements regarding the Council's Annual Governance & Accountability Return.

### 10 CORRESPONDENCE

The correspondence list **presented** and **reviewed**.

Discussions took place regarding the Town Council's plans to install a 5 a side pitch on Willey Flatts working with the Town's Borough Councillors, correspondence from Cleveland Police regarding the behaviour of a resident and the fact a different resident had declined the chance to become a Town Councillor due to concerns of abuse from the same resident.

Cllr Luwero was in attendance for this item onwards.

### 11 PUBLIC SESSION.

**The Chairman invited the members of the public in attendance to ask one question each about Council business itemised on the agenda:**

No questions were asked.

### 12 POLICY & RESOURCES.

**a. To consider, review and accept the Council's Standing Orders.**

The updated Standing Orders were reviewed and **agreed**.

**b. To agree an annual schedule to review Council Policies and Key Documents (Financial Regulations, Risk Register, Asset Register, and Financial Risk Assessment).**

The presented schedule was **agreed** to.

**c. To agree a date of the Cemetery Committee to review its Rules & Regulations (including fees).**

The date of 22<sup>nd</sup> May 2019 at 7pm was **agreed**.

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**d. To accept terms and pricing regarding the Town Council's insurances from 1<sup>st</sup> June 2019.**

Standing Orders were waived in view of the specialist nature of Town Council insurance.

Two prices were considered for periods of 1, 3 and 5 years.

The proposal from Came & Company was **accepted** for a period of 3 years.

**13 Staffing.**

- a. The attendance of the Town Clerk at the SLCC course due to take place in Harrogate on 31<sup>st</sup> July 2019 was **agreed**.

**14 To consider and decide upon the continuation of the prohibition of a named resident from attendance at meetings.**

The 6 month prohibition of a resident from attending meetings due to prolonged abusive behaviour by that resident was reviewed.

The following correspondence from a Police Officer with Cleveland Police was read to the meeting:

*"I had a conversation last week whereby [REDACTED] was advised that there was overwhelming evidence to suggest no crime had occurred whatsoever.*

*I also advised her that despite there being no evidence to suggest so, had you "pushed her out of the door" as she initially reported that under the circumstances (I.E. She was being removed from a meeting which she was banned from attending) such a use of force would not be considered unlawful as it is what we refer to as a 'lawful ejection' where reasonable force can be used. This is more typically a legal defence used by door staff at licensed premises as opposed to council meetings but it fits nonetheless!*

*Needless to say there will of course be no further action taken against you"*

It was unanimously **agreed** to make a complaint to Cleveland Police regarding wasting Police time, attempting to pervert the course of justice and harassment with a further ban, to be confirmed by a Solicitors letter, of 12 months.

**15 To agree content for the Town Council website.**

Nothing additional.

**16 To receive items for information and consideration for the next agenda.**

1 Snaiths Field.

2 Play area re-surfacing at Willey Flatts.

**17 To confirm the date of the next meeting of the Town Council as Tuesday 11<sup>h</sup> June 2019.**

**18 CONFIDENTIAL ITEM.** None

The meeting ended at 7.50pm.

**Signed Chair of the meeting** \_\_\_\_\_

**Date:** \_\_\_\_\_