



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

Minutes of the Yarm Town Council Meeting Tuesday 12th May 2020 at 7pm

In Attendance:

Cllr A Gallafant (Chair)	Cllr A Moffitt
Cllr C Walker (Vice Chair)	Cllr P Morton
Cllr P Smailes	Cllr P Monck
Cllr J Coulson	Cllr P Addison
Juliet Johnson (Town Clerk)	

1.0 To appoint a Chairman in the absence of the Chair and/or Vice Chair

N/A

2.0 Apologies for Absence

None received.

3.0 Code of Conduct | Declaration of Interest | Dispensation

- a) To record declarations of interest from members of any item to be discussed
- b) To consider, vote upon and record any requests for dispensation

None received.

4.0 Confirmation of Minutes

- a) To confirm the minutes of the previous meeting of YTC (Tuesday 14th April 2020) and approve their signature by the Chairman of the meeting

Received and approved.

5.0 Matters arising from the minutes of the previous meeting:

- a) Readings on Remembrance Sunday (P.Addison)

Agreed that information should be gleaned from other Parish Councils as to the timing of reading the names of the fallen during the ceremony i.e. before or after the 2 minutes silence for discussion at a future meeting.

ACTION: Town Clerk to research.

6.0 To accept the minutes of the Weigh and Tolls Committee held on Tuesday 14th April and approve their signature by the Chairman of the meeting

Received and accepted.

7.0 Council Finances

a) To authorize payment of the accounts and attend to any other account related matters for YTC (Payments List - provided by P.Addison)

Refers to attachment '12th May Payments List':

- i) Item - Insurance for 20/21 noted as £3,523.37 should also include an administration fee of £50. the new total is therefore £3,573.37.
- ii) item - an additional item of water pipe for allotment - £9.17 (Cllr A Gallafant)

b) Transfer of expenditure between accounts in 2019 / 2020 - SEE ATTACHMENT (P.Addison)

Refers to attachment '2019-2020 Transfers between Accounts':

- i) Refurbishment of Allotments (£4,425) - transfer of expenditure to assigned reserves.
- ii) Town Hall Refurbishment (£9,320) - transfer of expenditure to assigned reserves.
- iii) By Elections (£1,000) - transfer of expenditure to assigned By Election Expense Fund.

Total amount of transfers approved = £14,745

c) Insurance Policy and Renewals - SEE ATTACHMENTS (C.Walker)

- i) Cllr C Walker thanked all for feedback prior to this meeting and confirmed that changes in the documentation to assets and sums reflected rationalisation of assets and more up to date values. The proposed cover now also includes cover for officers and directors re. delivering their duties.
- ii) The premium of £3,573.37 reflects a reduction of £150.
- iii) Councillors were asked to consider the cover offered (as documented in attachments circulated) and to accept the extent of cover and risk. **AGREED.**
- iv) Cllr Addison thanked Cllr Walker for his work on this item and all extended thanks to Cllr Addison for his work on Finances.

d) Future of Weigh & Tolls Committee (C.Walker)

Weigh & Tolls not to be abolished - **AGREED.**

More research would take place on the detail of roles, functions and structures across the council to add to the structure chart being created by the Town Clerk.

ACTIONS: item to be revisited at the September 2020 meeting; Town Clerk to research.

8.0 To review and consider the Correspondence List - SEE ATTACHMENT (provided by P.Addison)

Considered and noted.

[9.0 ITEMS / QUESTIONS FROM THE PUBLIC ATTENDING - SUSPENDED DURING COVID GUIDANCE]

a) discussion: public access during COVID (C.Walker)

Proposal that whilst we are following social distancing guidance, 10 days in advance of meetings and utilising social media, the public should be asked for any questions to the Council to be submitted in writing for consideration at the meeting. These would then be discussed and a written response published on the website.

AGREED.

ACTION: Cllr C Walker & Town Clerk to liaise and organise this.

10.0 Policy and Resources:

a) Cemetery report - Exterior Painting of the Chapel (A. Moffitt)

The chapel porch work is now completed.

Regarding the exterior painting of the chapel, it was proposed that the best value quote for this work of £2,190.00 and the accompanying request for £400 deposit be accepted - **AGREED**

It was requested that 'before & after' photos are taken of the Chapel for social media - **AGREED.**

ACTION: Cllr J Coulson

b) Allotment report - Discretionary Variation of Fees (A. Gallafant)

Proposal that new scheme of subdividing some of the larger plots should result in fees of £20 for the smaller allotments and £30 for the larger - **AGREED**

c) Worsall Road Roundabout (C.Walker)

Confirmation received that Wilkinsons will still deliver proposals for Worsall Road Roundabout, post COVID issues - likely to be 2021.

Plans for this are to be shared on social media, notifying the new approximate timescale.

ACTION: Cllr Walker & Town Clerk.

d) E Mails & Communications Protocol (C.Walker)

Cllr Walker advised of an issue raised by Cllr Johnson concerning the security of the YTC email platform. A discussion took place regarding the use of personal emails for YTC business and it was agreed that this was not appropriate.

ACTION: Town Clerk to notify Cllr Johnson of this decision

11.0 To agree content for the YTC website

11.1 **ACTION:** Cllrs. Moffitt and Morton agreed to develop profiles for Website / Facebook.

11.2 Cllr. Morton requested that a campaign might be considered regarding the High Street 'coming back to life' as social distancing/COVID guidance begins to change, in order to support businesses. Noted that this would strictly emphasise government guidance on staying safe.

ACTION: Cllr P Morton and Town Clerk to liaise.

11.3 Request for out of date items to be removed from the website - blog from previous Chair and SBC future of the High Street consultation.

ACTION: Cllrs C Johnson & C Walker

ACTION: Cllr Walker & Town Clerk - All approved/ signed information from April's meetings can now also go onto the website.

12.0 To receive items for information and consideration for the next agenda

12.1 Luke Jobson Memorial Bench -

ACTION: Cllrs P Smailes & P Monck to make contact with the family and give progress update (SBC has granted permission, YTC paying for installation).

12.2 Civic Award and Formal Thanks -

Discussion regarding importance of ensuring people who contribute to development and maintenance of the town are properly thanked and recognised.

12.3 Town Visioning Group -

Suggestion that this is considered in terms of 5/10 year plans - including liaison with businesses.

12.4 Information item: hosting of temporary Post Office counter - Strickland and Holt are looking to do this.

13.0 To confirm the date and time of the next YTC meeting: Tuesday 9th June 2020, 7:00pm

14.0 **A.O.B.** - Not required on future agendas.

15.0 Confidential Item(s)

None notified.

CLlr Gallafant (Chair) **Alan Gallafant** *(NB Hard Copy signed and filed)*.....

Date **13th May 2020**.....