

NOTICE OF MEETING

You are hereby summoned to a meeting of
Yarm Town Council to be held at

The Fellowship Hall (side entrance)

West Street, Yarm TS15 9BT.

Date: Tuesday 18th May 2021

Time: 6.00pm

Members of the public are invited to
attend the meeting (COVID maximum: 6)

COVID: PPE MUST BE ADOPTED

in line with government guidance

Juliet Johnson, Proper Officer to YTC

townclerk@yarmtc.org



Yarm Town Council

Town Hall

High Street

Yarm

TS15 9AH

tel: 07399 576254

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 photographed

ANNUAL MEETING

MINUTES

PRESENT:

Cllr Alan Gallafant (Chairman)

Cllr Patrick Morton

Cllr John Coulson (Vice Chairman)

Cllr Chris Neil

Cllr Philip Addison

Cllr Pam Smailes

Cllr Chris Johnson

Cllr Barbara Wegg

Cllr Alan Moffitt

Town Clerk / Proper Officer - Juliet Johnson

Cllr Peter Monck

IN ATTENDANCE: Ward Councillor Andrew Sherris (Stockton Borough Council)

0.0 Welcome & Housekeeping - Cllr Gallafant

1.0 Election of a Chair / Mayor for the following municipal year

1.1 Cllr Alan Gallafant was nominated (Proposed: Cllr Monck Seconded: Cllr Coulson)

1.2 Cllr Chris Neil was nominated (Proposed: Cllr Smailes Seconded: Cllr Johnson)

1.3 Cllr Wegg requested a named vote.

With the exception of any item identified above 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

- 1.4 The votes for Cllr Alan Gallafant were as follows:
Cllr Monck; Cllr Coulson; Cllr Morton; Cllr Addison; Cllr Moffitt; Cllr Neil; Cllr Gallafant.

AGREED: Cllr Alan Gallafant as Chairman for 2021/2022.

- 1.5 **Cllr Gallafant** completed the signing of the 'Declaration of Acceptance of Office' as Chairman.

2.0 Election of a Vice Chair for the following municipal year

- 2.1 **Cllr John Coulson** was nominated (**Proposed: Cllr Monck Seconded: Cllr Addison**)

- 2.2 **Cllr Alan Moffitt** was nominated (**Proposed: Cllr Smailes Seconded: Cllr Wegg**)

- 2.3 **Cllr Wegg** requested a named vote.

- 2.4 The votes for **Cllr John Coulson** were as follows:

Cllr Monck; Cllr Addison; Cllr Morton; Cllr Neil; Cllr Gallafant; Cllr Coulson

- 2.5 The votes for **Cllr Moffitt** were as follows: **Cllr Smailes; Cllr Johnson; Cllr Wegg**

AGREED: Cllr Coulson as Vice Chairman for 2021/2022

- 2.6 **Cllr John Coulson** signed the 'Declaration of Acceptance of Office' as Vice Chairman.

3.0 Apologies for Absence

- 3.1 Apologies were received from **Cllr Marjorie Simpson**.

4.0 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

- 4.1 No declarations of interest or requests for dispensation were received.

5.0 To note the minutes of the previous Annual Meeting (12.05.20; agreed 09.06.20)

- 5.1 The minutes of the previous Annual Meeting (12.05.20) were noted.

6.0 To elect a Chairman to the following committees:

a) Allotment Committee

- 6.1 **Cllr Gallafant** was nominated (**Proposed: Cllr Monck Seconded: Cllr Addison**)

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6.2 A named vote was requested.

6.3 The votes for **Cllr Gallafant** were as follows: **Cllrs Morton, Addison, Monck, Moffitt, Neil, Coulson and Gallafant.**

AGREED: Cllr Gallafant - Chairman of Allotments Committee

b) Cemetery Committee

6.4 **Cllr Moffitt** was nominated (**Proposed: Cllr Coulson** **Seconded: Cllr Monck**)

6.5 Unanimous vote for **Cllr Moffitt**.

AGREED: Cllr Moffitt - Chairman of Cemetery Committee

c) Finance and Governance Committee

6.6 **Cllr Gallafant** was nominated (**Proposed: Cllr Monck** **Seconded: Cllr Coulson**)

6.7 8 votes were counted for **Cllr Gallafant**.

AGREED: Cllr Gallafant - Chairman of Finance & Governance Committee

d) To consider the need for any other committee and appoint a Chairman

6.8 **Cllr Smailes** identified the need for a Staffing Committee.

6.9 **Cllr Monck** identified that YTC had previously had a system of Chair and Vice Chair and one other Councillor, as required.

6.10 **Cllr Gallafant** nominated **Cllr Monck** as the one other, **Cllr Addison** seconded.

AGREED.

7.0 To elect members of the Council to serve on the committees with voting rights (all members having attendance and participation rights)

a) Allotment Committee (4 members)

7.1 **Cllr Wegg** requested to be on the Allotment Committee (as there were now a lot of ladies at the allotments); **Cllrs Coulson, Neil and Morton** also requested to be on the Allotments Committee (making 5 with the Chairman, **Cllr Gallafant**).

- 7.2 A vote was taken as there were 5 proposed members rather than 4 and the result was that **CLLrs Morton, Neil, Wegg and Gallafant** (Chairman) now form the Allotment Committee.

AGREED.

b) Cemetery Committee (4 members)

- 7.3 **CLLrs Morton, Monck and Coulson** requested to be on the Cemetery committee along with chairman of the committee **Cllr Alan Moffitt** (4 members)

AGREED.

c) Finance & Governance Committee (currently: all council members)

- 7.4 **The Clerk** gave a summary background to the formation of this committee: it had been formed for the first time last year; specific terms of reference existed (agreed by YTC, June 2020) for this committee i.e. that membership was open for all members of the council in order to give time and comprehensive attention to scrutinise financial and policy issues (rather than within a busy YTC Ordinary Meeting agenda) but that all Finance & Governance recommendations still had to be agreed at Ordinary YTC. The Clerk clarified that the Finance & Governance Committee and its membership had been a recommendation of the Internal Auditor.
- 7.5 **Cllr Johnson** stated that he had not been nominated or agreed to be on the Finance and Governance Committee and therefore he was not a member.
- 7.6 **CLLrs Gallafant, Coulson, Smailes, Moffitt, Monck and Morton** confirmed continued attendance at Finance & Governance. **CLLrs Wegg, Neil and Addison** did not express an interest.

8.0 Election of Lead Councillor for Finance

- 8.1 **Cllr Addison** was nominated (**Proposed: Cllr Monck** **Seconded: Cllr Moffitt**)

- 8.2 7 votes were counted for **Cllr Addison**

AGREED: **Cllr Addison** - Lead Councillor for Finance (NB Cllr Addison explained that he had not stated interest in being part of Finance & Governance on the basis that if he was agreed as Lead Councillor for Finance he would need to present to this committee for scrutiny by other committee members.

9.0 Election of Rate Payer's Representative (RPR)

- 9.1 **Cllr Addison** requested a named vote.

- 9.2 **The Clerk** gave the background to:

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- a) a rate payers representative having come forward following advertising earlier in 2021, the current RPR having been in post for just the previous month;
- b) a new candidate coming forward (17.05.21; circulated email refers).

9.3 The current RPR was nominated to continue (**Proposed: Cllr Monck Seconded: Cllrs Coulson & Johnson**).

9.4 **Cllrs Gallafant, Morton, Addison, Monck, Moffitt, Johnson, Smailes and Coulson** voted for the current RPR to continue.

AGREED.

10.0 Appointment of Representatives to Outside Bodies

10.1 **Western Locality Forum** - if continuing as a body, **Cllr Addison** Volunteered to continue as the representative on this body.

10.2 **Yarm Recreation Ground Trust - The Chairman (Cllr Gallafant) & Vice Chairman (Cllr Coulson)** to be the representatives on this body.

10.3 **Yarm Grammar School Trust - Cllr Morton and Cllr Monck** to be the representatives on this body.

10.4 **Welcome To Yorkshire** (Tourism Body) - **Cllr Morton** to be the representative on this body.

AGREED: 10.1 -10.4 above.

11.0 Timetable and Arrangements For Review of Policies & Contracts (paper refers)

11.1 **The Clerk** presented the above document which currently contains a table of all YTC policy and procedure documents along with approximate target dates for review. Several new documents are now required including (e.g.) a website accessibility review and published statement, CCTV policy, guidelines for accepting requests for and siting benches.

11.2 **The Clerk** recommended that for each review a small working group should be formed (as done recently for Standing Orders) to scrutinise a first rough draft produced by the Clerk (utilising best practice model). The working group review would help speed up the process and provide comprehensive scrutiny as nearly all policies and procedures needed reviewing ASAP.

11.3 A schedule of Contract Renewal Dates (and accompanying notes) would also be added to this timetable (as no record currently exists).

AGREED: 11.1 - 11.3 above.

12.0 Insurance Cover

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- 12.1 The meeting noted the existing insurance cover arrangements. Following extensive work by a previous Councillor, Chris Walker, in April 2020, a long term agreement is in place until 31st May 2022. No issues or queries were raised regarding these policy renewal papers and schedules circulated.

13.0 To Agree Days / Dates / Place of Future Town Council Meetings

- 13.1 It was proposed and agreed that YTC Council meetings should continue to be **every second Tuesday of the month**, beginning at **7pm** with the Weigh and Tolls Meeting prior to the YTC Ordinary Meeting (observing the usual break with no meetings in the month of August).
- 13.2 It was agreed that **The Fellowship Hall** provided a more practical and accessible venue than the Town Hall currently.

14.0 Yarm Town Council Annual Assembly - Day / Date

- 14.1 **The Clerk** briefed the meeting as per her email (12.05.21) sent in advance of the meeting:

'The Annual Assembly is an opportunity for our residents to

a) hear what we've been doing for the past year - reports from the chair / committee chairs / working groups for the past year;

b) residents to ask YTC questions which councillors can then discuss and /or take forward any issues or ideas arising to a future agenda for fuller consideration.

There is a lot of confusion about assemblies/parish meetings (confirmed in an article in Clerk magazine by SLCC legal advisor):

1) the meeting can go by a variety of names - parish assembly, town meeting, annual parish meeting (potentially why it gets confused with the Annual Council Meeting which is different);

2) both of these meetings can be held on the same night - some councils do this, some don't;

3) however, "parish councils do not have to hold parish meetings" (R.Foulke SLCC legal advisor) but.....

4) the legal framework states that the parish assembly is held between 1st March and 1st June (hence the Clerk's previous suggestion of last week of May but that COVID guidance for the venue capacity of The Fellowship Hall would mean only 6 members of the public could attend.).

5) however, the COVID roadmap to recovery suggests that 21st June is the target date for more normalised activity added to which

6) Councils are no longer legally permitted to conduct meetings/business online (i.e. after 6th May 2021).

In the context of the above and, assuming that YTC agree that holding a Parish Assembly is a good thing in terms of transparency and engagement, the Clerk suggested that rather than have a 'restricted numbers' Parish Assembly at the end of May, YTC might wait until after 21st June in line with the government's COVID roadmap and so that people can properly attend and participate in the real spirit of a Parish Assembly (also potentially a good reason to make it a stand alone meeting). The Clerk confirmed that another nearby council was taking the same approach with their Annual Assembly being held on 29th June.'

14.2 **Cllr Morton** commented that he felt things would still be difficult re. face to face meetings following June 21st and that a large 'in person' gathering would be inadvisable.

14.3 **The Clerk** confirmed that there would be limited capacity for this reason (14.2) and that members of the public could join online (as long as the council did not take decisions/do business online) and there could then be time to look into making the public joining element interactive (rather than just live streaming).

14.4 **Cllr Gallafant** proposed (Cllr Monck seconded) that the Annual Assembly be held after the 21st June for 2021 (based on the reasons above).

AGREED: The Annual Assembly will be held after 21st June (8 votes for; Cllrs Smailes and Johnson disagreed). The Chairman will agree a practical date for the meeting with the Clerk.

The meeting closed at 18.28pm.

Signed (Chairman):**Date:**

Signed (Clerk) :**Date:**