

**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 13th July 2021**  
**Time: 7pm**  
Members of the public are invited to  
attend the meeting  
**in line with government guidance**  
**Juliet Johnson, Proper Officer to YTC**



Yarm Town Council  
Town Hall  
High Street  
Yarm  
TS15 9AH

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

## Weigh and Tolls Committee

### MINUTES

**PRESENT:**

Cllr. Alan Gallafant (Chair)

Cllr. Patrick Morton

Cllr. John Coulson (Vice Chair)

Cllr. Chris Neil

Cllr. Philip Addison

Cllr. Marjorie Simpson

Cllr. Alan Moffitt

Cllr. Pam Smailes

Cllr. Peter Monck

Cllr. Barbara Wegg

Town Clerk - Juliet Johnson

Karen Shields (Rate Payers Representative)

Stockton Borough Ward Councillors Andrew Sherris and Dan Fagan were also in attendance.

**1. To appoint a Chairman in the absence of the Chair and/or Vice Chair**

N/A

**2. Apologies for absence**

**2.1 None Received. Cllr Chris Johnson not in attendance.**

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

### 3. 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

3.1 No declarations of interest or requests for dispensation were received.

### 4. Confirmation of Minutes:

- a) To confirm the minutes of the previous meeting of the Weigh and Tolls Committee (8th June 2021)

4.1 Karen Shields (residents' rep.) noted that her attendance hadn't been added.

**ACTION: Clerk to correct**

**PROPOSED: Cllr Moffitt**

**SECONDED: Cllr Monck**

**AGREED: ALL**

### 5. Matters arising from the minutes of the previous meeting

**5.1 Lightning Conductor** - The Clerk briefed the meeting that both the contractor's report and certificate had been received in respect of the Lightning Conductor repair. Whilst the conductor is now repaired it is in need of updating (the contractor's detailed quote being circa. £2,900).

**ACTION: The Clerk** is to forward this report to be incorporated by the Stockton Borough Council (SBC) Town Hall Development Project Team in the work schedule (repair and maintenance budget for this to be agreed if necessary at a later meeting).

#### 5.2 2021 Events Update & Practical Options

**5.2.1 The Clerk** gave an update as regards the meeting held with the Event Manager, Cllr Monck and Sara Fellows SBC (all previously involved in Carols on the Cobbles planning). The meeting was to address practical planning issues for a) 5th December Christmas Lights Switch-On and b) 24th December Carols on the Cobbles. YTC's contracted Event Manager described the area of cobbles / parking spaces that would be required for each event - in summary, the whole area from the north face/entrance of the Town Hall right up to Sainsbury's. This area would need to be blocked off at least 24hrs prior to each event i.e. end of the afternoon the day before the event.

**5.2.2** This amount of space is required as attendance at the last Christmas events had more than doubled (e.g. Carols on the Cobbles was planned for 400 - over 1,000 attended causing issues that meant the event had to close early). It was suggested that as Carols on the Cobbles had been developed by the Business Forum to boost last minute trade, needing to accommodate so many more people by blocking off so many parking spaces defeated the object of the event - "a victim of its own success". The suggestion was made to merge the two events so as not to lose these parking spaces twice i.e. Carols on the Cobbles becoming part of the Christmas Lights Switch on on 5th December, involving the Salvation Army Christmas Carols, School Choir / Community Choir and possibly some other professional programme (allocated budget allowing).

**5.2.3** The events meeting had then noted that this proposal might consequently leave a ‘gap’ given expectations on Christmas Eve if Carols on the Cobbles is moved to 5th December for the above reasons there is, it might be viewed that there is still the need to attract people into Yarm along with expectations of residents re. festive provision. **The Events Manager and Clerk** proposed that a practical solution for Christmas Eve would be to have a) ‘licensed busking’ (no actual license is required, but rather programmed busking by community performers) and b) ‘walkabout’ professional street theatre (interacting with people on pavements) that could be advertised, creating the right atmosphere, fun for residents and be a draw for businesses whilst no parking spaces would be lost. It is estimated this could be achieved within existing allocated budgets.

**5.2.4** **Cllr Coulson** asked **Cllr Morton** (re. businesses and the Business Forum) as to what impact he felt an event / programme would have on trade - is it likely to make a difference ?. **Cllr Morton** felt it would and suggested that the Business Forum would be interested in backing and helping to fund this proposal for Christmas Eve. **Cllr Morton** raised the issue of whether or not Carols on the Cobbles could be held on the Sunday before Christmas - discussion established that this would mean blocking out parking spaces the day before that could significantly negatively impact on restaurants and food/drink establishments at that time of year.

**5.2.5** **The Chairman** proposed that the Christmas Lights Switch on Events and Carols on the Cobbles be merged to one event including the elements of both.

**PROPOSED:** **Cllr Gallafant**                      **SECONDED:** **Cllr Monck**                      **AGREED:** **Unanimous**  
**ACTION:** **The Clerk** to look at arrangements for the programme as at 5.1.2 and update councillors.

**5.2.6** **The Chairman** proposed that ‘licensed/organised’ busking involving school / community performers alongside professional ‘walkabout’ street theatre be planned for Christmas Eve.

**PROPOSED:** **Cllr Gallafant**                      **SECONDED:** **Cllr Morton**                      **AGREED:** **Unanimous**  
**ACTION:** **The Clerk** to make arrangements for programming and delivery and share ideas/proposals with Councillors.

**6. Finance**

**6.1** **To authorise payment of the accounts (Weigh and Tolls) - Cllr Addison** requested that the meeting approve the weigh and tolls payments as listed below:

ITEM	CREDITOR	METHOD	AMOUNT
Broadband / Wifi	Virgin Media	DD	£38.40 (July)
Market Toll Rates	Stockton Borough Council	DD	£72.00 (July)

**PROPOSED:** **Cllr Addison**                      **SECONDED:** **Cllr Moffitt**                      **AGREED.**

**7. Report on the Town Hall & Heritage Centre Project -**

**7.1 Cllr Monck** had prepared and circulated a summary report on the Town Hall Heritage Centre including a timeline and how it had developed and been acknowledged and approved by participating partners over recent years. Cllr Monck began by apologising to Councillors who were not on the Council until more recently (i.e. from the end of 2019) and who therefore had been short of information on the background and information that had led to the current position.

Key points from the report (also referencing issues / assumptions exchanged in emails over the last period) were presented by Cllr Monck including:

- a) The project proposal and business case prepared by STO (professional consultants in the field engaged by YTC) had been complemented by Heritage Lottery Fund (HLF now NLHF), SBC and the Architect's practice that was brought on board. All suggested that a good amount of the preparation work had been achieved (ADDITIONAL DOCUMENTS REFER: email of documents from Cllr Monck, dated 9th July 2021 forwarded by the Clerk;
- b) circulating copy of a draft plan of the two empty space (inaccurately titled, with no detail that reflects current position - this is awaited and will be shared);
- c) the Heritage Centre would not just be about artefacts but more about the stories behind them, involving local residents in creating content for the Centre (e.g. how their family heritage might relate to the social history, historical events, environment and industry of the town);
- d) a council meeting room was not a priority within the Heritage Centre, as it is a heritage centre that is being funded; however, the upstairs meeting room facility would still remain (stair lift being looked at) also as a usable education/ office/ field studies space (noting the now regular use of the fully accessible Fellowship Hall for Council Meetings);
- e) continued engagement with residents regarding local heritage and shaping the content of the centre would continue and move into the next phase (including potential involvement of local professional Children's author who could help children write their own book about Yarm's heritage as part of engagement work);
- f) regular updates given at Weigh and Tolls meeting monthly since the project preparation began again in 2020 working with the SBC Project Team who are leading this (the formal agreement would be available shortly).

**7.2 Councillor Moffitt** queried some of the practical details regarding the potential use of spaces

**7.3 The Clerk** added that there had been a logic of significant constraints in the Project Team discussion (SBC & YTC) re. practical use of the two very compact spaces within which the project could be achieved e.g.:

- a) the starting point had been a duty of care to restore and maintain the listed building that is the Town Hall; funders are not keen on restoring buildings for the sake of it e.g. NLHF would want to see broadening sustained engagement with heritage for residents & visitors - creating a heritage centre as a focal point for vast Yarm heritage that people are passionate about /does not have a focal/collection point, offers improved /wider utilization of an important building;
- a) a lift (with required dimensions) was not possible in a heritage building of this compact size , structure & heritage (without destroying the usability of spaces); the question was then discussed as to
- b) which usage is the largest number of members of the public going to access - Council Meetings or Heritage Centre ? Based on 0 - 4 each month at Council Meetings, the Heritage Centre will be accessed by more people - hence the accessibility of the ground floor being prioritised for the Heritage Centre;
- c) at ground floor level, restoring & glassing arches on 2-3 sides (enhancing a significant heritage feature of the listed building ) means that cabinets for many artifacts wouldn't have much wall space ( the original purpose being to create home and focal point for artefacts and stories associated); the ground floor could therefore have

just the largest most significant artefacts leaving a large, uncluttered space (enabling access space for wheelchairs) enhanced by audio & visual interpretation options to be investigated that will involve local people (Rosier contract ref. W&T minutes 18.05.21 & 08.06.21);

- d) cabinet space could be achieved on the walls on the upper floor for many smaller artefacts that could be brought down stairs in turn e.g. for heritage talks, special events etc (the meeting/study space remaining in the centre of the room)

However, no assumptions should or could be made at this stage as content is still to be defined.

**7.4 Cllr Wegg** queried the potential security arrangements regarding displaying key artefacts. **Cllr Monck** replied that professional curation, display & securing and display of objects was intrinsic to the next stage of work.

**7.5 Cllr Smailes** queried what exactly would be in the heritage centre. **Cllr Monck** replied that this was next stage work to develop professional display and interpretation materials, engaging local people in this process and working with Rosier (a specialist in this), who would be making a return visit to speak with all Councillors and view Yarm's artefacts.

**7.6 Cllr Monck** stated that in working in partnership with SBC it was important that assumptions or interpretations regarding the current stage of the Town Hall project should not go onto social media as there would be a full joint press release once discussions around details and plans settled. **The Clerk** concurred (also given that YTC social media statements should be achieved through the Clerk in consultation with the Chair). Contact with SBC (including the SBC Project Team) regarding the project should also be made through the Clerk - normal/proper protocol.

**7.6 Cllr Gallafant** proposed that the loan agreement with Preston Park Museum regarding the Yarm Helmet should be continued for 1 further year. Options could be assessed during this period, the original proposal being that the Heritage Centre would host a copy - this needed to be looked into further. **The Clerk** commented that proper conservation was paramount and Rosier's role in helping identify a USP for the Yarm Heritage Centre was particularly important (i.e. telling heritage stories of people & the town rather than being dependent upon artefacts).

**PROPOSED:** Cllr Gallafant                      **SECONDED:** Cllr Coulson                      **AGREED:** All  
**ACTIONS:** a) Clerk to return loan agreement;                      b) contact Councillors for availability re. Rosier visit.

**8. Remembrance Day: Event & Service Order Options**                      - Cllr Monck  
(DOCUMENT REFERS)

8.1 Cllr. Monck referred the meeting to the Event and Service Order Document that had been circulated and confirmed that the proposal was, as previously discussed, to read the names of the fallen after the 2 minutes silence (reading them before causes event management and timing problems). The names would be read by school children as previously planned. Cllr Monck also identified that it was important to identify a bugler for the event.

**ACTIONS:** The Clerk to contact Yarm School contact re. a) identifying a bugler and b) children who will read the names.

**9. Yarm Fair - Ridings Reception & Guest List**                      - Clerk / ALL  
(DOCUMENT REFERS)

**9.1 The Clerk** confirmed the date that Stockton Council and the Showmen’s Guild had decided upon - 21st -23rd October was different to what had been originally discussed and understood by YTC (i.e. 14th - 16th October). **Cllr Wegg** suggested that SBC needed to ensure the 21st-23rd dates were made clear as these are not the dates people are expecting.

**9.2 The Clerk** referred the meeting to the shared spreadsheet regarding the previous guest list and asked councillors for recommendations as to amends to this list (notwithstanding new occupants of formal and elected roles which the Clerk can update). **Cllr Gallafant** suggested that the list should be updated with members of the community who had made voluntary contributions to improving life in Yarm. **Cllr Smailes** gave the example of litter pickers. **Cllr Addison** asked that the Town Hall Clock Winder should be on the list. **Cllr Monck** stated that the guest list must include the MP, Lord Mayor of Stockton and that a request for a representative to attend should be sent to the Lord Lieutenant’s office. Cllr Monck referenced that , due to insurance issues, whilst the steam engine would be available for The Ridings ceremony a trailer might not be (implying that Councillors and invited dignitaries would simply process behind the engine for the The Ridings proclamations).

**9.3 Cllr Coulson** concurred with the suggestion of invitations to those who have contributed to life in Yarm but suggested that otherwise the list should be trimmed and there should be no free bar. **Cllr Gallafant** suggested that the number of drinks be limited. **Cllr Addison** proposed that the free bar should continue.

**PROPOSED: Cllr Addison                      SECONDED: Cllr Wegg                      For: 5 votes      Against: 6 votes.**  
(NB Ratepayers Representative Included in the Vote within the Weigh and Tolls Agenda).

**Cllr Gallafant** proposed 2 alternatives to a free bar

a) that a limited amount of money within the budget should be allocated for reception drinks.

**PROPOSED: Cllr Gallafant      SECONDED: Cllr Moffitt      In Favour:      8 votes**

b) that only a drink for the toast should be provided free of charge

**PROPOSED: Cllr Coulson                      SECONDED: Cllr Smailes      In Favour:      2 votes**

The decision therefore was for a limited budget for drinks at The Ridings reception.

**ACTION:              The Clerk** to develop an estimate and review the budget with **Cllr Addison** (Finance).

**9.4 Cllr Morton** advocated that this new later date presented potential problems for businesses and asked that this should not become a precedent and that a clash with half-term should be avoided.

**10. To receive items for information and consideration for the next agenda - none received.**

**11. To confirm the date and time of the next Weigh and Tolls Committee meeting:**  
7pm, 14th September 2021

Signed(Chair):.....Dated:.....

Signed(Clerk):.....Dated:.....

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