

**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 11th January 2022**

**Time: 7pm**

Members of the public are invited to attend the meeting - social distancing applies so limited spaces (approx 6 - 8 people max).

**Anyone attending must wear full PPE & Sign In**  
**Government guidance regarding COVID applies**

**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 John Coulson (Vice Chair)

Cllr Patrick Morton

Cllr Philip Addison

Cllr Pam Smailes

Cllr Alan Moffitt

Cllr Barbara Wegg

Cllr Peter Monck

Proper Officer - Juliet Johnson

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

**1.1** In the absence of Cllr Gallafant - Chair, the Vice Chair - Cllr Coulson, took the Chair.

**2. Apologies for absence**

**2.1** Apologies for absence were received from Cllr Gallafant (Chair, Mayor for Ceremonies), Cllr Johnson and Cllr Neil.

Apologies were also received from Ward Councillor Sherris.

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 (9th November 2021)

**PROPOSED: Cllr Monck**

**SECONDED: Cllr Moffitt**

**AGREED.**

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

**5.1 Events Update : Review Arrangements & Budget Update**

**- Cllr Monck / The Clerk**

**5.1.1 Cllr Monck** offered a vote of thanks for a successful new event on Christmas Eve organised by the Clerk and to all those who'd contributed. Lots of positive feedback had been received. **Cllr Morton** echoed positive feedback regarding the event, including from businesses, the resulting ambience of the High Street, interaction with businesses and children with the performers, and how there had been an influx of shoppers in the middle of the day following a quiet start. The **Rate Payer's Rep** commented that the new location of the Christmas Tree had provided a nice area for some of the street performers and buskers to settle and interact with people.

**5.1.2 The Clerk** returned thanks to **Cllrs Monck, Coulson and Morton** who had contributed practical support in the lead up & throughout the day. In addition, the performers involved (many of whom had plenty of other contract offers to choose from) gave really positive feedback regarding their experience and many stated how enthusiastic and welcoming the audiences on the High Street that day had been. All of the busking musicians had received significant contributions which all were now planning to give / use for charitable causes. Engagement with social media marketing in the lead up to Christmas Eve had resulted in more than 12,000 engagements - 'Mind' had been included in this.

**5.1.3** Update on the Christmas Events Budget was presented (paper refers); a number of invoices are awaited for submission to draw down the Welcome Back Fund contribution (max. £8.5k).

**5.1.4 The Clerk** briefed the meeting that, in effect, YTC had delivered 4 events within a 2 month period (21st October - 24th December 2021): Riding of the Fair, Remembrance Sunday, Christmas Tree Lights Switch on and Carols on the Cobbles, and Christmas Eve on the High Street.

The Clerk briefed the meeting as to the roles and tasks involved i.e.

- a) YTC's Contracted Events Manager arranges all permissions, infrastructure, risk management and method statements (RAMS) for submission to ISAG/Stockton borough Council (SBC) for Remembrance Sunday, Lights Switch-On and Yarm Gala;
- b) the Clerk delivers the programming for all events - bookings, contracts, timings, practical arrangements;
- c) the Clerk arranges a) RAMS (SBC / ISAG liaison) & b) programming/practical arrangements for Christmas Eve and the Ridings.

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**5.1.5** As regards 2021 events, evaluation meetings are to be arranged with the Events Manager.

**ACTION:** Clerk to arrange 2021 Events Programme Evaluation.

**5.2 Provisional Events Dates - 2022**

**5.2.1** The Clerk advised the meeting that Stockton Borough Council had requested events dates for 2022. The meeting confirmed the following:

**Yarm Gala and Fun Run** - Sunday 5th June

(proposal to be discussed on YTC agenda re combining the gala with the Queen’s Platinum Jubilee)

**Yarm Fair** - likely to be Thurs.-Sat.13th, 14th, 15th October or 20th, 21st & 22nd **(Clerk & Showmen’s Guild to liaise)**

**Remembrance Sunday** - 13th November

**Christmas Tree Lights Switch On & Carols** - Sunday 4th December

**Christmas Eve on the High Street** - Saturday 24th December

**5.2.2** The Chair invited Chris Walker, Yarm Fun Run, to speak about this year’s plans. Mr Walker requested that YTC agreed that the fun run could take place (as previously) as a morning event (10.30 am) on the day of Yarm Gala. The meeting confirmed that this was possible, noting a possible change of date to coincide with the Queen’s Platinum Jubilee, and welcomed Mr Walker’s attendance and contribution regarding the Fun Run.

**ACTION:** Mr Walker & the Clerk will liaise regarding arrangements.

**6. Finance**

**6.1** Cllr Addison requested authorise for payment of the Weigh & Tolls accounts as follows:

ITEM	CREDITOR	METHOD	AMOUNT
Broadband / Wifi	Virgin Media	DD	£38.40 (in each of December & January)
Market Toll Rates	Stockton Borough Council	DD	£72.00 (in each of December & January)

**PROPOSED:** Cllr Moffitt

**SECONDED:** Cllr Coulson

**AGREED**

**7. Town Hall Heritage Centre Project**

**7.1** Cllr Monck briefed the meeting regarding the Heritage Centre Project :

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- a) the planning application will be submitted in two weeks time;
- b) the applicant is YTC - the Clerk;
- c) a draft press release has been compiled by SBC and will include a quote from YTC Chairman who will also approve it (to coincide with planning submission);
- d) the project has been commented on positively in the press;
- e) the start on site date is anticipated to now be May 2022 with completion over a 6 month period;
- f) a Project Team Meeting is due nex Wednesday (invite issued from SBC as usual).

**7.1.1** The Clerk confirmed that the temporary office accommodation was partially in use (the Town Hall being kept on as the main base until post Christmas as it is a perfect operations centre for event delivery).

**7.1.2** It was confirmed to the meeting that the project was not dependent on a successful National Lottery Heritage Fund bid but that this would contribute significantly to engagement, audience and content development for the centre.

**7.1.3** A query was raised regarding a press article that had also previously mentioned the Leveling Up Fund contributing to repaving the High Street. It was understood that this related to pavements only and not cobbles but that further clarification could be given on this. **Cllr Moffitt** noted the badly broken/uneven paving in front of pubs with cellar delivery hatches and that this should be tackled prior to any new paving being damaged. The **Rate Payers Rep** proposed that YTC should be fully consulted and involved in any re-design or restructuring of pavement areas.

## **8. 'Living Streets' (briefing from the Rate Payer's Rep.)**

**8.1** **Karen Shields** briefed the meeting regarding some work on auditing how user friendly the High Street and surrounding walkways were for pedestrian usage of all kinds and passed round some photographed images. Karen has a role working with the Association of Town Centre Management. Auditing High Street areas assessed how user friendly they were in terms of trip hazards, locations of street furniture, parking metres, lamp posts, A boards etc.

**8.2.** **Cllr Smailes** commented on significantly narrow parts of pavement in the High Street and **Cllr Moffitt** commented on the increasing number of A Boards appearing.

**8.3** **Karen** will bring a further update on the matter to a future meeting.

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

**10. To confirm the date and time of the next Weigh and Tolls Committee meeting:**  
7pm, 8th February 2022