

An EGM of
Yarm Town Council was held at
The Fellowship Hall (side entrance)
West Street, Yarm TS15 9BT.
Date: Friday 3rd March 2023
Time: 2pm
Members of the public were invited to
attend the meeting
COVID Guidance at the time applied.
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 photograph

YARM TOWN COUNCIL E.G.M. MINUTES

PRESENT:

Cllr John Coulson (Chair)

Cllr Patrick Morton

Cllr Philip Addison

Cllr Pam Smailes

Cllr Chris Neil

Cllr Robert Wegg

Town Clerk /Proper Officer

(a member of the press joined the meeting after the start)

1.0 Notice of Meeting - public notice of the meeting was given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972.

2.0 To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A

3.0 Apologies for Absence - Apologies were received from Cllr Peter Monck and Cllr Alan Moffitt (Cllr RWegg gave verbal apologies for Cllr BWegg).

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 Items of Business

The Clerk gave the timeline and background to the current position and issues that have led to this EGM and motions below.

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

5.1 To waive Standing Orders (ref. 18.1 e.) in relation to contracting a unique product /service to fit out the ground floor space of Yarm Town Hall Heritage Centre (YTHHC) - Main Exhibition (£20k fees & £8k fees) - Cllr Peter Monck

Cllr Philip Addison presented the motion in Cllr Monck's absence in relation to fees required to pay the specialist companies designing the bespoke, unique exhibition to fit out the ground floor of the Heritage Centre. Clarification was requested as to whether a) these fees were already included in the previously agreed overall project budget or b) represented a request for additional budget; a) was confirmed. **Cllr Addison** proposed the motion to waive Standing Orders (ref. 18.1 e.) in relation to contracting a unique product /service to fit out the ground floor space of Yarm Town Hall Heritage Centre (YTHHC) - Main Exhibition (£20k & £8k fees).

PROPOSED: Cllr Addison SECONDED: Cllr Coulson AGREED (all)

5.2 To agree £5.6k expenditure from the allocated Town Hall '22/'23 budget for exhibition equipment

Cllr Addison updated the meeting as to the budgets previously agreed in relation to the Town Hall Heritage Centre project: £95k+ remaining of the **£100k** contribution originally set aside for the overall build project and **£20k** revenue budget (allocated this year and next), **£13.75k** of which currently still remains (minus salary for the development manager). It is proposed that **£5.6k** be taken from this revenue budget to go towards the budget available for fitting out the ground floor main exhibition space. **£77k** is available for the exhibition fit out from the main project budget (£500k Levelling Up Fund plus YTC's contribution). However, the fit out is costed at **£82.6k** (including contingency; DOCUMENT REFERS) so it is proposed that £5.6k is allocated from the remaining '22 - '23 YTHHC revenue budget to make up the shortfall. **Cllr Morton** asked what would happen if the fit-out became over spent. Discussion ensued as regards how this would be avoided i.e. the project had to be achieved within the budget available (which includes a contingency sum); additional requirements might be achieved through fundraising (not guaranteed); as well as community participation elements, aspects of the project aimed to use some free found/recycled material (which may help reduce costs currently within the budget). Further funding requirement from YTC for the fit out is not currently anticipated.

Cllr Addison proposed that **£5.6k** is allocated from the remaining '22 - '23 YTHHC revenue budget for fit-out costs (totalling £82.6k with the £77k from the main project budget).

PROPOSED: Cllr Addison SECONDED: Cllr Coulson AGREED (all)

5.3 To agree and note procurement arrangements for materials and equipment for the ground floor Main Exhibition - YTHHC.

Cllr Addison briefed the meeting that the Clerk had checked through the motions for this meeting (as regards financial procedure) along with the procurement arrangements with YTC's auditor to ensure all is in order.

It is suggested that, through a series of staged payments, the company contracted to fit out the Heritage Centre ground floor main space (as at 5.1) should procure all the specialist equipment (as per itemised budget for 5.2) by a) following YTC's procurement thresholds (as regards quotations and tenders required) and b) procuring as much as possible as locally as possible. Discussion ensued including and regarding: sources of AV equipment and buying batches of related specialist equipment to ensure added value such as technical support during and beyond fit-out; reclaiming VAT.

The timeline for completion of the fit-out project is end of October / November 2023, given the complexity and intensity of the processes involved (e.g. involvement of residents, interviews, filming, editing, technical design and specification, construction of display, integration and care of artefacts etc.). **Cllr Smiles** queried the timeline in terms of further

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expenditure on YTC's temporary office. It was confirmed that the build project is currently understood to be completed May/June so restoring the office to the Town Hall should be possible soon after this, curtailing temporary office rent.

Cllr Addison proposed that the contracted company (designing and fitting the main exhibition space), through a series of staged payments (as agreed with a working group of Chair, Lead Cllr for Finance, YTHHC Cllr Lead & Clerk) would lead the procurement of the required products/services for the said fit-out (DOCUMENT REFERS - itemised budget) in line with YTC procurement thresholds.

PROPOSED: **Cllr Addison** **SECONDED:** **Cllr Coulson** **AGREED**

Discussion took place as to whether YTC wanted to pay their contribution of the remaining £95k of the agreed £100k to Stockton Borough Council to join with the £500k+ Levelling Up Fund (and draw amounts back to pay the fit-out costs contract) or pay the ground floor fit out costs (the £77k) directly to the contractor and then pay the balance of the agreed contribution directly to SBC. It was agreed that this should be discussed at the next YTC meeting.

The meeting closed at 2.35pm.

In accordance with the Public Bodies Admission to Meetings Act 1960, press and the public shall be excluded for this item due to its confidential nature. LGA Act 1972 schedule 12 paragraph 10(2)(e). The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) - A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

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