

Minutes of the Annual Meeting of  
Yarm Town Council held at

**The Fellowship Hall**  
**West Street, Yarm TS15 9BT.**

**Date: Tuesday 16th May 2023**

**Time: 6.30pm**

Members of the public were invited to  
attend the meeting.

**Juliet Johnson, Proper Officer to YTC**  
townclerk@yarmtc.org



Yarm Town Council  
Town Hall  
High Street  
Yarm  
TS15 9AH

tel: 07399 576254

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## ANNUAL MEETING

### MINUTES

#### PRESENT:

Cllr Peter Monck (Chair)

Cllr Pam Smailes (Vice Chair)

Cllr Philip Addison

Cllr Marje Blair

Cllr Ian Carter

Cllr John Coulson

Cllr Joyce Hardy

Cllr Alan Moffitt

Cllr Yvonne Pybus

Cllr Barbara Wegg

Cllr Robert Wegg

Town Clerk/Proper Officer - Juliet Johnson

#### 1.0 Election of a Chair

##### a) To appoint a Chair / Mayor for the following municipal year.

**Cllr Coulson** requested nominations for Chair of YTC.

**Cllr Monck** was nominated

**PROPOSED: Cllr BWegg    SECONDED: Cllr RWegg    6 votes**

**Cllr Carter** was nominated

**PROPOSED: Cllr Coulson    SECONDED: Cllr Moffitt    4 votes**

**Cllr Monck** was voted as Chair for Yarm Town Council

##### b) To complete the signing of the 'Declaration of Acceptance of Office' by the Chair

**Cllr Monck** signed his Declaration of Acceptance of Office and took the Chair.

#### 2.0 Election of a Vice Chair

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

**a) To elect the Vice Chair for the following municipal year.**

**Cllr Smailes** was nominated.

**PROPOSED: Cllr BWegg    SECONDED: Cllr PMonck    (6 votes)**

**Cllr Smailes** was voted as Vice Chair for Yarm Town Council

**b) To complete the signing of the ‘Declaration of Acceptance of Office’ by the Vice Chair**

To be completed.

**3.0 Apologies for Absence**

**3.1 Ward Cllr Sherris** had forwarded apologies

**3.2 Cllr Coulson** noted that **Cllr Marjorie Simpson** had retired prior to the election and recommended that YTC gave Cllr Simpson a vote of thanks and gratitude for many years service (also echoed by **Ward Cllr Sherris** as referenced in the Correspondence List later in the meeting). **Cllr Monck** asked the Clerk to write to Cllr Simpson referencing thanks and good wishes from YTC and Ward Cllr Sherris.

**4.0 Code of Conduct | Declaration of Interest | Dispensation**

**a) To record declarations of interest from members of any item to be discussed**

**Cllr Coulson** declared an interest in respect of being a Ward Councillor (Stockton Borough Council).

**b) To consider, vote upon and record any requests for dispensation - none received.**

**5.0 To note the minutes of the previous Annual Meeting (10.05.22; agreed 14.06.23) - noted.**

**6.0 To elect a Chair to the following committees:**

**a) Allotment Committee**

**Cllr Monck** was nominated as Chair for Allotments Committee

**PROPOSED: Cllr Smailes    SECONDED: Cllr Wegg    9 votes**

**Cllr Monck** was confirmed as Chair of the Allotments Committee

**b) Cemetery Committee**

Nominations for Chair of Cemetery Committee were requested.

**Cllr BWegg** was nominated.

**PROPOSED: Cllr Monck    SECONDED: Cllr Smailes    7 votes**

**Cllr Moffitt** was nominated

**PROPOSED:** Cllr Coulson    **SECONDED:** Cllr Carter    **4 votes**

**Cllr BWegg** was confirmed as Chair for Cemetery Committee.

**c) Leisure & Culture Committee**

**Cllr Smailes** was nominated as Chair for Leisure and Culture.

**PROPOSED:** Cllr Monck    **SECONDED:** Cllr BWegg    **7 votes**

**Cllr Smailes** was confirmed as Chair for Leisure and Culture.

**d) Finance & Governance Committee**

**Cllr Addison** was nominated as Chair for Finance and Governance

**PROPOSED:** Cllr Monck    **SECONDED:** Cllr Coulson    **11 votes**

**e) To consider the need for any other committee and appoint a Chair**

**i) Town Hall Heritage Centre (YTHHC) Working Group**

**Cllr R Wegg** proposed that **Cllr Monck** continue to lead the YTHHC project

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

**Cllr R Wegg** proposed a motion that membership of committees should be kept to just 4 members and voted on if more than 4 Cllrs wished to be members (i.e. so only the 4 with the most votes would be members)

**The Chair asked the Clerk to give guidance:**

**The Clerk** confirmed 5 points:

- i) That she had inherited a system of just 4 members per committee on beginning at YTC
- ii) That she had recently checked proper practice as regards committee membership and that NALC guidance / practice in other comparable Town Councils was for any number of Councillors who wished to be members of committees to be able to join (without being voted on) - hence the agenda which stated 'at least 4 members'
- iii) That in principal authorities, there was a percentage allocation to ensure representative membership and consequent discussion on all committees from all political parties / groups
- iv) That an illustration of the practicality of unlimited membership had occurred recently as several committee meetings (Allotments and Leisure and Culture) had been / become inquorate.
- v) Wider membership than 4 members made for robust discussion; all decisions still had to be ratified by a majority at Ordinary YTC Committee

**Clr RWegg** wished to continue with his motion (as this is what had been done in the past) & that membership should be voted upon and kept to just 4 people regardless of the above. **Clr Moffitt** challenged this and asked that it be noted in the minutes that **Clr RWegg** was choosing to go against professional guidance, NALC and best practice.

**Clr R Wegg** proposed a motion that committees were voted upon to be kept to just 4 members and voted onto a committee if more than 4 Cllrs wished to be members

**PROPOSED: Cllr RWegg                      SECONDED: Cllr PSmailes                      AGREED**

**a) Allotment Committee (at least 4 members; no longer applies - resolution was made to limit to 4)**

**Chair: Cllr PMonck    Other Members: Cllr PSmailes; Cllr JHardy; Cllr RWegg**

**b) Cemetery Committee (at least 4 members; no longer applies - resolution was made to limit to 4)**

**Chair: Cllr BWegg    Other Members: Cllr RWegg; Cllr MBlair; Cllr YPybus**

**c) Leisure & Culture Committee (at least 4 members; no longer applies - resolution was made to limit to 4)**

**Chair: CllrPSmailes    Other Members: Cllr BWegg; Cllr MBlair; Cllr YPybus**

**d) Finance & Governance Committee (currently: all council members)**

Cllrs were briefed that all Cllrs have membership and voting rights on this committee (unless expressed a wish not to be part of this committee - none did)

**e) To identify any other necessary Committees or Working Groups**

**i) Town Hall Heritage Centre Working Group**

**Clr Monck & the Clerk** explained that currently he and the Clerk in role as Development Manager for YTHHC worked mostly on this project but that others were welcome to join a working group (previously Cllrs Addison, Morton, Smailes & Coulson (as Chair). **Clr RWegg** expressed interest in being involved.

**8.0 Election of Lead Councillor for Finance - Cllr Addison** was proposed.

**PROPOSED: Cllr Monck    SECONDED: Cllr Coulson                      AGREED**

**9.0 Election of Lead Councillor for Planning & Environs - Cllr Monck** was proposed

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

**10.0 Election of a Councillor to the Staffing Committee - internal committee (Chair, Vice Chair plus one other)**

**Cllrs BWegg and Cllr Moffitt** were proposed for the Staffing Committee additional person required.

A vote took place and **Clr BWegg** is the additional member of the Staffing Committee.

**11.0 Election of Rate Payer's Representative**

**i.e.: a) ask the current Rate Payer's Rep to continue OR**

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**b) go out to request any interested parties to come forward for Councillors to consider**

Councillors unanimously requested that **Karen Shields** continue as the **Rate Payers Representative**.

**12.0 Appointment of Representatives to Outside Bodies**

**(examples to consider: Rural Towns Network; liaison with combined Yarm Churches; Business Forum etc.)**

**Clr Monck** will continue as the representative liaising with the Churches.

**13.0 Timetable and Arrangements For Review of Policies & Contracts (DOCUMENT REFERS)**

The timetable was noted. **The Clerk** explained that working groups were occasionally convened to look at specific policies and processes, specific areas / topics possibly being of particular interest to different councillors.

**14.0 Confirmation of regular day / time / location for YTC Ordinary and Weigh & Tolls Meetings**

The meeting reconfirmed the current regular day and time for monthly YTC and Weigh & Tolls meetings: second Tuesday in every month at 7pm at The Fellowship Hall, West Street, Yarm TS15 9BU.

**15.0 Yarm Annual Town/ Parish Assembly - 1st June 2023: Plans** - The meeting is scheduled for 7pm at the Fellowship Hall. **The Clerk** briefed the meeting that this was a meeting for the Parish that YTC simply enabled, rather than being a Council meeting and therefore wider invitations should go out including an invitation to (partner) community groups in Yarm. The Clerk would liaise with the Chair to progress arrangements (Chair also liaising with Vice Chair).

**16.0 Insurance Cover**

- a) to note the existing insurance cover arrangements (2nd year of 3 year option) - the Clerk briefed the meeting as to position, markets and quotes obtained '22/23 and current arrangements were noted.

**Juliet Johnson, Clerk to Yarm Town Council**

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.

SIGNED (Chair):.....DATE:.....

SIGNED (Clerk):.....DATE:.....