

Minutes of the 11th July 2023 Weigh & Tolls Committee held at  
The Fellowship Hall  
West Street, Yarm TS15 9BT.  
Date: Tuesday 11th July 2023  
Time: 7pm  
Members of the public were invited to  
attend the meeting  
SIGNED: Juliet Johnson, Proper Officer to YTC



Yarm Town Council  
Town Hall  
High Street  
Yarm  
TS15 9AH

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## Weigh and Tolls Committee

### MINUTES

#### PRESENT:

Cllr Peter Monck (Chair)

Cllr Marje Blair

Cllr Yvonne Pybus

Cllr Pam Smailes (Vice Chair)

Cllr Ian Carter

Cllr Barbara Wegg

Cllr Philip Addison

Cllr Joyce Hardy

Cllr Robert Wegg

11 members of the public were present.

Town Clerk - J.Johnson

1. **Notice of Meeting** - public notice of the meeting was given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972.
2. **To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A**
3. **Apologies for Absence** - Apologies were received from Cllr Moffitt, Ward Cllr Sherris and the Rate Payers' Representative Karen Shields.
4. **Code of Conduct | Declarations 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. **Confirmation of Minutes:**
  - a) To confirm the minutes of the previous meeting of the Weigh and Tolls Committee (13th June 2023)

#### PROPOSED:

Cllr Carter

#### SECONDED:

Cllr Addison

#### AGREED

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

## 6. Matters arising from the minutes of the previous meeting -

### 6.1 Proposal to not hold a 3 course meal for the Ridings Reception

**Cllr Addison** proposed not to hold a 3 course meal for the Ridings Reception following feelings he'd perceived from councillors and members of the public. Discussion revolved around how the reception had focused upon giving invitations as 'thank you's' to residents who contribute to the community and that perhaps the invitation list could be scaled down. Cllr Addison requested a recorded vote. Cllr Addison proposed scraping the ridings reception meal:

**PROPOSED: Cllr Addison      SECONDED: Cllr Carter**

**THOSE AGAINST THE PROPOSAL (i.e. for keeping a scaled down Ridings Reception):**

**Cllr Smailes, Cllr BWegg, Cllr RWegg, Cllr Monck, Cllr Pybus, Cllr Hardy, Cllr Blair**

### 6.2 Caterer for Ridings Reception: option selection (subject to 6.1 above)

**The Clerk** presented feedback following going out to 4 companies according to previous criteria (i.e. a hot 2-3 course lunch; price per person for 70 people - last year's invitation list was all people who'd benefited the community other than Councillors and partners). Brief for the lunch to be amended (following 6.1 discussion) and councillors to forward ideas on this or possible contacts to the clerk. The clerk will then go out for again quotations and share with councillors. Proposal was made for a working party (the members of the Leisure & Culture Committee to have dispensation to make a decision on the Ridings Reception within the allocated budget:

**PROPOSED: Cllr Smailes      SECONDED: CllrB Wegg      AGREED**

**6.3 Update from Event Manager re. Coronation Event - Glen Layfield** was unable to attend so the item was carried forward.

## 7. Finance

To authorise payment of the accounts (Weigh and Tolls) - **Cllr Addison** asked the meeting to approve the 2 items on the Payments List that apply to Weigh & Tolls (DOCUMENT REFERS)

**PROPOSED: Cllr Hardy      SECONDED: Cllr Smailes      AGREED**

## 8. General Events Information Update (Autumn/Winter '23) - Clerk / G.Layfield (Yarm Fair; Remembrance; Christmas Lights - expenditure item of £1,450)

**The Clerk** stated that a number of arrangements are already in place or need to be in place soon ready for Autumn/Winter '23 events:

a) **Riding of the Fair** - local historic bus society have been contacted and have a single decker heritage bus that could be 'displayed' at the event (cost understood to be a donation circa £450 - not budgeted for); this follows councillor feedback last year re. having a vehicle rather than completing the Ridings on foot ; some Councillors now feel this is too costly - another source to be checked (e.g. seating just 12); there is still the option to go on foot e.g. could invite schools in procession representing historic periods.

**ACTION:**Clerk to check out alternative transport option.

b) **Remembrance Sunday** - usual arrangements underway to include meeting with the 3 churches and discussions with RBL; ran very well last year - several feedback issues to address this year.

c) **Christmas Lights Switch-On** - as with other events, Clerk actioned previous years' Programming and arrangements with Event Infrastructure Management prior to the existence of a Leisure & Culture Committee;

terrible weather for both years ('21 and '22); still a good turn out last two years in new Christmas Tree location; need to give large space for ISAG (Independent Safety Advisory Group) application for health and safety reasons (i.e. potential for larger turn-out in good weather); the event has traditionally included FairGround Rides which need to start much earlier than the switch on in order to make income (pay some rent) - this creates a feeling that the event has started but there is nothing else happening (i.e. a large event space standing empty) so added children's activities last year at this earlier time to create fuller event feel, which adds costs - Event Manager/ Clerk felt this was strung out and still didn't quite work; suggestion for this to be shorter, sharper event of just 1 - 1.5 hours which may feel more complete, with Carols, some professional street performance (Snow Lion last year was very popular) amongst the crowds and a short switching on ceremony; the Singing Christmas tree has been requested (SBC). Discussion suggested replacing Fair Rides with Christmas Stalls / Cabins; concerns this doesn't work for businesses for a short time/an afternoon; suggestion of Victorian costumed characters - feedback from last year was that this didn't work for them or the event. It was agreed that a Leisure and Culture Committee should be called to address the issues. It was proposed to stand down the reserved professional street theatre:

**PROPOSED:** Cllr Smailes

**SECONDED:** Cllr BWegg

**AGREED**

## **9. Town Hall Heritage Centre Project**

**- Cllr Monck**

**9.1 General Update on Build Project & Timeline - Cllr Monck** reported on the most recent site meeting; end of July for completion and handover (subject to any final issues); Whartons will restore and clean the site; the Ground Floor exhibition fit-out will then begin; the Town Hall clock will go back in and this (and the process of winding it up for the first time) will be filmed by the fit-out team (MRosier) meeting with Friends of YTHHC to extend public involvement in also creating the upper floor exhibition, usage and outreach programme - details will follow as the group want projects to be a surprise revealed later when fully planned; Cllr Monck will, however, keep Council updated. Once the handover has been achieved, YTC can have a tour of the renovated Town Hall. A new YTC plaque will be required for the exterior (Clerk to arrange).

### **9.2 Engagement Update, Fit-Out of Ground Floor Main Exhibition Space & 1st Floor Development (Friends of YTHHC) & 9.3 Project Plan (inc. press and communications plan)**

The current group consists of 12-14 people who have now met several times. Downstairs space is challenging enough being such a small space and needing to achieve USPs (unique selling points) to maintain interest and repeat visitors. Upstairs is also a challenging exhibition space (dual role for workshops/events) given the quantity of windows and only small amounts of wall space on which to display all Yarm's heritage stories: following calculation (and feedback from residents) 9 major themes have been identified for the permanent exhibition upstairs - Yarm Town Hall & Architecture; Industries & Business; Yarm at War; Agriculture; Stockton & Darlington Railway (inc. transport); Heritage of Faith; the River & Ecology; 'Out on the Town' (Yarm Fair, The Pubs, The Cinema); Anthropology - social history from first inhabitants etc. . Friends of YTHHC examined examples of good practice (in heritage centres/museums they'd visited) and bad practice/ what didn't work. This has informed key criteria that are the basis for planning the exhibition around the 9 key themes - focused on the stories that need to be told rather than just the objects we have.

The nature of the upstairs space lends itself to having a reading room function in one corner.

A plan is underway for small children to identify a 'viking mascot' that will feature in plans for the upstairs exhibition. The community carving project for part of the downstairs exhibition is well underway and will be part of a 'reveal' as plans develop (within a publicity plan). Similarly, a project linking veteran residents of Yarm with the history of Tom

Brown (hero dragoon 1753) is underway contributing content to the main exhibition. An individual businessman in Yarm has offered @ 50% (£400) of the cost of this project if this can be matched (an additional item from the Town Hall Development budget allocation for this year). Over the summer recess the Chair may need to approve such an item (in-line with Standing Order, under £500) for taking the fit-out forwards. Councillors were asked to comment on these proposals and if there were any queries regarding the match-funding for the veterans project progressing.

**Cllr Monck** and the **Clerk** recapped the circumstances and original timing challenges when MRosier first visited, delivered a research and development phase (commissioned by SBC) and was then commissioned to deliver the ground floor exhibition (YTC) for YTHHC, the decision making processes surrounding this with reference to Standing Orders and procurement rules.

An informal meeting for Councillors to be updated on YTHHC progress may be called over the summer recess.

#### **9.4 Update: Development Manager Role**

**- Cllr Monck**

(discussed later, in the confidential section of the YTC meeting)

**10. To receive items for information and consideration for the next agenda - 'Feedback from the Leisure and Culture Committee (with particular reference to Yarm Fair & Christmas Lights Switch-On)'.**

**11. To confirm the date/time of the next Weigh and Tolls Committee meeting: 7pm, 12th September 2023.**

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