

Minutes of
the September Weigh & Tolls Committee
held at

The Fellowship Hall

West Street, Yarm TS15 9BT.

Date: Tuesday 12th September 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 Ian Carter

Cllr Philip Addison

Cllr Yvonne Pybus

Cllr Marje Blair

Rate Payers Rep - Karen Shields

Town Clerk/Proper Officer - J.Johnson

(13 members of the public present including press)

YTHHC Development Manager - J.Johnson

Prior to the start of the meeting, Cllr Peter Monck requested 1 minute's silence in memory of Mr. Arthur Moody, member of the Showman's Guild North East.

1. **Notice of Meeting** - public notice of the meeting has been 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**
 - 3.1 Apologies were received from **Councillors Alan Moffitt, Joyce Hardy, Barbara Wegg, Robert Wegg and Pam Smailes. Cllr John Coulson** will be joining later. Apologies were also received from **Ward Councillor Andrew Sherris.**
4. **Code of Conduct | Declarations of Interest | Dispensation:**
 - a) To record declarations of interest from members of any item to be discussed

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

- 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
(11th July 2023)

PROPOSED: Cllr Addison

SECONDED: Cllr Blair

AGREED

6. Events

6.1 Update from Event Infrastructure Manager (inc. Coronation Event)

Glen Layfield gave an update on the above event held in May. There was a lot of rain prior to the event which is problematic so the team were pleased to finally stage it. If further events are to be held at Willey Flatts field, YTC needs to be prepared for the costs of meeting weather challenges and the fact that the event may have to be cancelled (many costs non refundable) - ISAG (the Independent Safety Advisory Group, operated through Stockton Council) only allows events within certain weather parameters. SBC had covered some of the permission and inspection costs necessary for the venue (as a one off, given the Coronation). At the busiest period, 500 people attended (the weather affected attendance). **G**Layfield experienced delays in receiving checked paperwork from the organisers and lots of last minute changes including the Fair bringing unexpected vehicles which presented challenges for event management requirements. Events in the High Street do not have the same challenges (e.g. in relation to wet weather). Overall the event had been a success, despite the wet weather.

6.2 Yarm Fair and Ridings Reception

6.2.1 General Update: Yarm Fair

Cllr Monck gave a general update including liaison with the Showmen's Guild regarding the footprint of the restored Town Hall (YTHHC) i.e. as notified last year, fair rides will not be able to come as close as previously and the upper floor cannot be used as the control room for the Fair.

6.2.2 Issuing of parking access permits and household letters

The Clerk presented options re. distribution of Fair permits and household letters notifying of arrangements (organised by the Showmen's Guild). Information has not yet been received as to support required from YTC; the Clerk/YTC delivered letters to all households and car passers last year. This year's workload means help would be required with these tasks (which could be bought in using the admin assistance budget). Councillors present agreed to help with these tasks as far as possible.

ACTION: Clerk to seek further information and establish distribution timetable/rota.

6.2.3 Caterer for Ridings Reception: option selection

The Clerk presented options received from caterers. The meeting sought to clarify 'scaling down' of the guest list (the Clerk will now produce this list for circulation prior to issuing invitations). Example catering quotations have been received (DOCUMENT REFERS) on the basis of 40 people (i.e. to be within budget, based on previous meetings' discussion re. requirements, no Leisure & Culture meeting having been held). This number can be amended as required. The invitation list was agreed (totalling 47 people) and the Clerk presented the catering options. A vote was taken and Company B was selected.

PROPOSED: Cllr Addison

SECONDED: Cllr Carter

AGREED

6.2.4 Method/Transport to deliver the Ridings Ceremony

The Clerk re briefed the meeting as to the previous vintage bus option that has been reserved for the day (costs potentially being £400+) and a further enquiry made (a charabanc); the later option being uncertain re costs and needing a bus licence to carry more than 8 people (which they currently don't have). The meeting opted to continue the Ridings Ceremony on foot this year given costs and uncertainties. A vote was taken and this was **AGREED**.

6.3 Remembrance Sunday: General Update (inc. West St. / Highways Issues)

The Clerk gave a briefing re. arrangements so far for Remembrance Sunday; the event ran smoothly last year; RBL commented that it was "near perfect" but requested an improvement re. not curving the crowd barrier at Central Street so that a straight line may remain to help the parade line-up. An independent Parade Marshall is being sought again. The major problem of congestion on West St. that occurred last year (during the usual brief High St closure for the parade and diversion - SBC advised & operated) has hopefully been solved as SBC are proposing a clearway for traffic management.

GJayfield explained what would be involved in the clearway and why other solutions were not possible (i.e. the distance is too far for a 'stop and go' system to be permissible). Households in the West St area affected will be notified as to arrangements and timeline involved.

6.4 Christmas Lights Switch-On: Options

The Clerk detailed some of the options for this year. In short, news is still awaited as to whether the singing Christmas Tree can be present - if so this may necessitate a date change from the first weekend in December to the last weekend in November (also advantageous in avoiding the last weekend of SBC Christmas Market). The issues of the required event space seeming too large and empty prior to the switch-on given that the Fair Rides wish to start operating as early as possible were discussed: budget was used last year to create advance activity e.g. street theatre, children's activities. One option is to start the event later, have a compact simple programme (i.e. sing carols - switch on lights) and allow the Fair Rides to continue operating later if they wish to attend; the option of the Singing Christmas Tree (illuminated) implies a 'dusk start' anyway in order to be effective. The possibility of bringing stalls into the event space was discussed - there would be no / limited space for this if the Singing Christmas Tree is to be present (given number of potential attendees); discussion also revolved around there being limited time for businesses to trade to warrant the effort of setting up (i.e. not more than one or half a day) - one or two seasonal refreshment stalls could be accommodated. Suggestion was made as regards a person to switch on the lights (e.g. The gentleman who found Yarm Helmet); the Clerk to receive any further suggestions from councillors prior to invitation being made.

ACTION: **Clerk** to make arrangements in consultation with Leisure and Culture members once the availability (or otherwise) of the singing Christmas Tree is known.

6.5 Night Market Development: Update

Cllr Carter briefed the meeting as development work to date re the night market. He is working in partnership with Yarm School (who would potentially host the event within their grounds). Approximately 40 stalls would be involved (many already contacted). A pilot version of the event may be tested prior to Christmas. The new Yarm School car park would be utilised for the event.

7. Finance

To authorise payment of the accounts (Weigh and Tolls)

- Cllr Addison briefed the meeting. The Weigh & Tolls accounts were proposed and agreed.

PROPOSED: Cllr Monck **SECONDED:** Cllr Carter **AGREED**

8. Town Hall Heritage Centre Project

8.1 General Update on Build Project, Timeline & Press

Cllr Monck briefed the meeting as to progress. Key delay factors at the moment include exterior stone pavement replacement and also fitting of upgraded electricity metre (initiated in July). These factors have caused the initial PR event with Stockton Borough Council (SBC) and YTC lead Councillors on the project to be postponed. A new date is being sought and Council will be notified. Very positive comments regarding the renovation have been received from the public.

8.2 Agree Councillor representation - YTHHC board

Cllr Monck reminded the meeting as to the governance model required for Yarm Town Hall Heritage Centre (YTHHC); Councillors were reminded as to the model given in the NLHF bid proposal (EGM 10.08.23), as regards 25% YTC members; 25% professional culture/heritage members; 25% Friends of YTHHC (residents) and 25% other members including e.g. SBC, Education, Business. Cllr Monck proposed that Cllr Carter and Cllr Blair should be the Council members (along with himself, currently as lead for the project) within this governance arrangement.

PROPOSED: Cllr Monck **SECONDED:** Cllr Addison **AGREED**

8.3 Engagement Update, Fit-Out of Ground Floor Main Exhibition Space & 1st Floor Development (Friends of YTHHC)

The Development Manager gave an update as regards the projects underway to develop exhibitions for and operation of the Heritage Centre. This included (e.g.) : re-creation of the prehistoric canoe (remains of which found circa 1850 whilst the viaduct was being built) by a group of community volunteers; filming with Sprouts Food Charity and the Community Allotments Association; filming with the finder of the Yarm Helmet; a reimagined version of the Stockton and Darlington Railway meeting to be filmed at the George and Dragon; recreation of Tom Brown's silver nose (involving a local veteran's group and a local business); this work will all be part of the 'Island in a River' ground floor exhibition by Matthew Rosier. The Friends of YTHHC continue work on the 9 themes for the upper floor space permanent exhibition and looking at temporary exhibition options. Valuable support and advice has been received from a curator at Durham University Museums - to be developed as a mentoring partnership. A visit was made to Tees Archaeology where staff had kindly prepared information regarding Yarm related objects held - loans for the upper floor area will be sought; Tees Archaeology will also be an important partner.

The NLHF bid (agreed at EGM on 10.08.23) has received a very positive response at the initial stage of a Project Enquiry submission (a resubmission of this was requested as the project has changed and grown in the last 2 years following original advice); the advice includes (e.g.) that the bid should be broken down into several phased bids, one reason being that YTC had not received such a large amount before (i.e. circa. £97k if presented as one bid); progress can then be reviewed and demonstrated prior to further phases.

Fundraising currently totals over **£4000** already with only a few approaches being made: circa **£600** in kind from The Keys (cabling at the Town Hall); **£600 - £700** from two private benefactors and **£400** from the Ward Budget to create 'the silver nose' veterans project; **£2,500** from Whartons Construction to fund the exhibition sound system. Further

fundraising approaches are underway. The 'in kind' value of the work in the leadership and creation of the prehistoric canoe replica has not yet been calculated.

8.4 To agree expenditure for furniture: Yarm Town Hall Heritage Centre (£1,600) (Doc. Refers)

Cllr Monck detailed furniture required for operation of the upstairs heritage room as office, workshop, temporary exhibition and artefacts storage space. Cllr Monck proposed that the expenditure listed should be agreed from the YTHHC Operational Budget.

PROPOSED: Cllr Monck

SECONDED: Cllr Addison

AGREED

9. To receive items for information and consideration for the next agenda - none received currently.

10. To confirm the date/time of the next Weigh and Tolls Committee meeting: 7pm, 10th October 2023

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.

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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