

Minutes of a meeting held at

**Challoner House,
Challoner Rd.,
Yarm, TS15 9DS.**

Date: Tuesday, 10th September 2024

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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YARM TOWN COUNCIL MINUTES

(incorporating Weigh & Tolls)

PRESENT:

Councillors: Brian Newcombe (Chair), Steve Atkinson (Vice Chair), Philip Addison, Marje Blair, John Coulson, Joyce Hardy, Peter Monck, Yvonne Pybus, Pam Smailes, Barbara Wegg, Robert Wegg; Rate Payers Representative - Karen Shields; Town Clerk / Proper Officer; Boss Events - Glen Layfield; 1 member of the Press; 9 members of the public.

1.0 Notice of Meeting - It was confirmed that public notice of the meeting has been 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 - no apologies for absence were received.

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 Cllr Monck declared a prejudicial interest in relation to all matters relating to Yarm Parish Church / Churchyard and a non-prejudicial interest in matters regarding the Rose Garden (Scholar's Court), West Street and a grave deed for Yarm Cemetery. **Cllrs R&B Wegg** declared a non pecuniary interest in matters relating to Allotments.

5.0 Confirmation of Minutes. To approve the minutes of the previous meetings:

5.1 Yarm Town Council (incorporating Weigh & Tolls) held on Tuesday 9th July 2024 and approve their signature by the Chair of the meeting. **PROPOSED: Cllr Addison;** **SECONDED: Cllr Hardy;** **AGREED**

5.2 E.G.M of Yarm Town Council held on Tuesday 30th July 2024 and approve their signature by the Chair of the meeting. **PROPOSED: Cllr Addison;** **SECONDED: Cllr Atkinson;** **AGREED**

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6.0 Clerk's Report: Matters Arising (DOCUMENT REFERS) - matters arising were reported on, the document updated and completed items agreed to be removed.

7.0 Council Finances

7.1 To authorise payment of the accounts - Accounts Payable (includes Weigh & Tolls) (DOCUMENT REFERS)

Cllr Addison notified the meeting of 2 further payments to be included with the lists for July & August: £24 for web hosting and licence; £99.96 for IT support and back-up; the Payments List and these additional payments were approved.

PROPOSED: Cllr Addison; SECONDED: Cllr Atkinson; AGREED

7.2 Bank Reconciliation - the meeting noted the bank reconciliation (DOCUMENT REFERS)

7.3 Income and Expenditure Report- the meeting noted the Income & Expenditure report (DOCUMENT REFERS)

7.4 To report on previous transfer of funds and seek Councillor opinion regarding further Transfer of Funds. The meeting noted the previous transfer of funds (as requested - £50K) and agreed the transfer of up to a further **£50k** as recommended by Cllr Addison (lead Cllr for Finance).

PROPOSED: Cllr Hardy; SECONDED: Cllr Blair AGREED

8.0 To Review and Consider the Correspondence List - the meeting noted the list (DOCUMENT REFERS)

Cllrs RWegg and Newcombe wanted to know what the 'Member of the Public: confidential enquiry - complaint' items were on the Correspondence List. **The Clerk** explained that if a member of the public contacted her regarding a potential complaint regarding a councillor then that remained confidential unless followed through and upheld (e.g. by the Monitoring Officer). **Cllr Smailes** stated that councillors should be told what the matters were in the confidential part of the meeting. **The Clerk** reiterated the procedure and the clerk's role in such matters.

9.0 Adjournment and Questions From the Public - **The Chair** adjourned the meeting for questions from the public. Member of the Public 1 (MP1) requested that a tree (potentially a flowering cherry) be acquired to commemorate the late Jenny Holmes and her work for the community; this could be placed adjacent to the 'Hope/Rainbow' bench she had fundraised for (Willey Flatts Field). It was suggested that this tree should be more substantial than a whip. MP1 will consult with Jenny Holmes' husband. **The Clerk** will approach Tees for Trees to provide the tree and MP1 will forward a picture of the location and bench. **AGREED**

10.0 Policy and Resources:

10.1 Weigh and Tolls Matters and Events

10.1.1 Events Update

(includes Discussion & proposal as regards Christmas Lights Switch on, including Singing Christmas Tree option)

Glen Layfield (Boss Events) gave an update of the Health & Safety / Infrastructure aspects of the Autumn/ Winter Events for YTC that needed to be in place (being contracted for Remembrance Sunday & Christmas Lights Switch on). For Remembrance Sunday, the meeting was reminded of the 2 main areas of the event (war memorial and parade route);

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timings and locations (with the parade coming down to the War Memorial at 10.40am), exiting to Yarm School following the remembrance Service at the War Memorial; timings and sequences of road closures (High St closure at 10 am) with the diversion in place around West St. It is understood from Stockton Borough Council that the current road works that might affect this will be finished by Remembrance Sunday (10th November). As regards Christmas Lights Switch-On, the window of time for the event is 2-6pm; the lighting of the tree takes place shortly after dusk (4-4.30pm); the first set from the singing Christmas Tree will take place prior to the lighting of the tree (10 minutes) with the second set (30 minutes) taking place just after. Further details of the programme are required. The taxi rank in Yarm will be suspended and relocated from Friday (29th November) to allow for the building of the Singing Christmas Tree.

Stockton Borough Council (SBC) have agreed with the event manager that one lane traffic on the High St. is required in order to accommodate the potential crowd for the Singing Christmas Tree (encouraging possibly larger attendance than usual) and enable other event infrastructure to exist alongside it e.g. space for Fair Rides, Food Gazebo etc. as reported on by **Cllr Smailes** from the Events working group). It has also finally been confirmed that there will be no cost to YTC for this traffic management arrangement, enabling YTC to take a formal decision on hosting the Singing Christmas Tree or to make the other usual arrangements. The Singing Christmas Tree was proposed and agreed.

PROPOSED: Cllr Newcombe; SECONDED: Cllr Hardy; AGREED

Cllr Smailes confirmed that an open top or vehicle with opening windows had not been booked for The Riding of the Fair. **The Clerk** explained the issues regarding moving vehicles and road closures (i.e. SBC /ISAG being adamant to date that a vehicle, even part of the event, could not move within a road closed area), the idea being that as the Events Committee required a coach this year for the proclamation, rather than the walking procession, this would have to travel through the High Street prior to the road closure coming in and the proclamations made whilst the vehicle is moving (difficult if the vehicle is not open topped or has openable windows). It is understood that the vehicle would not be allowed to keep stopping for people to get out of the coach to make the proclamations on an open highway. Although not contracted to help with The Ridings, Boss Events offered to speak with SBC giving Stockton examples of where moving vehicles within a road closure had occurred.

10.1.2 Quotations for Catering: Ridings Luncheon - **the Clerk** has received 2 quotations and is awaiting the third. It was proposed that on receipt of the 3rd, quotations would be circulated and a preliminary decision made by email prior to ratification at the next meeting (given the pressing timescale on this matter) **AGREED**

10.1.3 Events Planning Timeline - **Cllr Coulson** asked the Clerk for her view on where planning for Autumn & Winter events was up to and if arrangements were in hand as they should be. Concern was expressed that Events working group meetings had not reached timely enough decisions put through council to be acted upon. **The Clerk** confirmed that, prior to the existence of an Events Committee, all arrangements for all Autumn and Winter events would largely be in place by the end of August. It was proposed that all ideas and proposals should be agreed no later than the June meeting in future, in order to give proper time for planning and the necessary event / ISAG submissions.

10.1.4 Yarm Town Hall Heritage Centre: Update - **Cllr Monck** reported on the Yarm Town Hall Heritage Centre. There has been a busy summer with many visitors - viking costume and quiz activities for children and families; a major Heritage Walking tour of Yarm has been designed. The Friends of YTHHC have got further with formally constituting and are looking to become a Charitable Trust (*Clerk's note: corrected from 'CIC' referenced*); there is now a Chair and Secretary and a Treasurer needs to be identified. Further development work is needed re. volunteering and to look at opening hours. The

NLHF bid has been written but needs further work to move into the new NLHF headings; upper floor exhibitions need completing.

10.1.5 Proposal to conclude work by Development Manager on Heritage Centre

- Cllr Smailes

In response to **Cllr Smailes** agenda item above, **Cllr Monck** made an alternative motion that the development work role should continue until May in order to finish current work and further secure the Friends group to take the project forwards. It was stated that the Clerk/ Development Manager had used very few of the hours available to her to continue this work over the last period due to other issues/unnecessary matters created within the Council (and therefore it was clear that “advantage was not being taken” by the Development Manager). The question was asked as to whether **Cllr Smailes** had visited the Heritage Centre (she confirmed she had not) and also as to what would happen if the Development Manager work were to be withdrawn at this moment; **Cllr Monck** suggested that the project would struggle/fail. The Development Manager (Clerk) restated that the aim is to gradually withdraw from most of the development work once the Friends of YTHHC were in a position to take some of this on and gave examples of long standing culture/heritage projects she had worked on where this had happened (and these projects still being in existence many years later). Cllr Smailes remarked on the expense for future council’s and suggested that quotes had not been obtained for the work; the meeting was reminded that quotes had been obtained. A proposal was made that the Development Manager work should continue (current terms) until May 2025.

PROPOSED: Cllr Monck

SECONDED: Cllr Coulson

AGREED

10.2 Cemetery Report

- Cllr B Wegg

10.2.1 General Update

- **Cllr B Wegg** gave an update as regards work at Yarm Cemetery. Hogweed has been removed. The grate at the bottom of the drive needs attending to. Cars driving across the grass and parking within the burial area has been witnessed (discussion was held as to whether chain link fencing might be installed but that this might be a hazard to some with mobility issues). Thanks and praise was given to the gentleman who provides and maintains hanging baskets attached to the Chapel. It was agreed that a comprehensive ‘Chapel Code of Conduct’ was needed within Yarm Cemetery to remind people of behaviour that is expected and rules.

ACTION: Clerk to draft simple Yarm Cemetery code of conduct and share with other Councillors and for further comment from Cemeteries Chair, **Cllr BWegg**.

Cllr Monck requested that all the ‘no mow’ / wild areas in St Mary Magdalene Churchyard be cut back as part of the next stage of grounds maintenance, including trimming back of the hedge along the north wall.

AGREED

10.2.2 Cemetery Rules and Regulations: trimming and decoration of grave surfaces - **Cllr B Wegg** briefed the meeting regarding the appearance of graves in Yarm Cemetery that have been dressed with white glass or acrylic stones. Cllr B Wegg feels that these are not in keeping with a historic rural parish churchyard and should be removed. **Cllr B Wegg** also proposed that graves that are dressed with stones (grey or green natural stone should be allowed) should have borders to contain the stones and not cause a problem for grounds maintenance.

ACTION: It was agreed that the owners of graves with dressing of white glass/acrylic stones should be written to, as far as possible (past records allowing), and asked to swap the stones for grey or green natural stone. The owners of graves that are dressed with stones without borders should be written to and borders requested.

ACTION: Cllr B Wegg will discuss with the Clerk a specification of what the borders for graves with stones might consist of.

10.2.3 Discussion: Area for Memorial Plaques and potential for a Memorial Garden - Cllr B Wegg proposed that memorial plaques could be placed, for a fee, on the section of chapel wall at yarm cemetery that is adjacent to the cremated remains plot. Cllr Pybus suggested that, alternatively, a board could be placed along the fence adjacent to the railway. Discussion concluded that the railway space might be preferable, a brief for the size and style of plaque should be developed and a quotation sought from a contractor to achieve the installation of the memorial board. Consultation should occur as to rules re. How the scattering of ashes might occur if the area was also to become a designated space for this purpose.

ACTIONS: Clerk to: a) seek guidance re. scattering of ashes in a designated memorial area (within a formal cemetery); b) visit the cemetery with Cllrs Pybus and Wegg to properly identify location/ space available; c) create a brief for quotations to be sourced for a memorial board; d) create a specification for the memorial plaques that could be purchased (in consultation with local specialist traders).

PROPOSED: Cllr B Wegg

SECONDED: Cllr Atkinson

AGREED

10.3 Allotments Report

10.3.1 General Update & 10.3.2 Briefing and Discussion: Update of Allotment Rules & Regulations

Cllr Pybus gave a report on updating the Allotments Rules, Regulations and Tenancy Agreement including: requirement of a clearance deposit of £100 from all new tenants; formalising a co-worker (who can also 'inherit' an allotment'; clarifying that rent is for 'plot only'; holding 'assessment conversation' prior to applicants joining the waiting list; a focus on the inspection of structures as well as plots; giving 28 days for 1st warning letters (not 21); creating an 'advance' transfer list; tightening up on allotment 'trespassing' i.e. no councillor, fellow tenant or member of YCAA can enter a tenants plot without written permission (members of Allotment committee and Clerk may only do so in an emergency); the update to poultry law (DEFRA) was noted i.e. owning of a even a single bird must be registered; further defining what is meant by a 'cultivated allotment'; expectations re. front areas of plots; proposal for a shared 'probationary plot'. The proposed Rules & Regulations will be presented to the council for agreement; this may cause the rent request letter to be a little delayed.

Cllr Pybus has organised a Food Hygiene course for key YCAA members and organised new worksop/sink configuration within the Brickyard Allotment Hut. Cllr RWegg asked that signs should be placed where people were picking brambles from along the hedgerow between the cemetery and allotments, as the area on the allotment side had been weed- killed and that warning signs should always be displayed when weed killer is being used around the site.

10.3.3 Discussion and proposal for level of Allotment Plot Rent in 2025/2026 - It was proposed and agreed that the allotment rent for the period from 1st October 2025 through to 30th September 2026 will be **£50**.

PROPOSED: Cllr Newcombe;

SECONDED: Cllr Pybus

AGREED

10.4 Yarm Bowling Club: Update - Cllr Atkinson reported on a successful interview with Radio Tees promoting the Open Day launch. The Open Day is from 2-4pm on Sunday 15th September, with the official opening / ribbon cutting taking place at 3pm. A key benefit to the project is the all-weather surface which allows play all year round. The inaugural fee to become a member of Yarm Bowling Club is £20 (which allows play up until 31st March 2025). The financial forecast from the newly established CIC is for expenditure of £4435 (taking the club circa. £240 into the red, but this is prior to any

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membership fees being received). The CIC has put in place a range of required policies including equal opportunities and safeguarding (as examples).

10.4.1 Building Lease Agreement (DOCUMENT REFERS) - Cllr Atkinson briefed the meeting as to the building lease agreement that had been sourced from another club (prior to this, quotations for creating this document were high). It is now hoped that YTC can make use of this document with legal advice on this being at a more realistic level.

10.4.2 Source of Payment for legal work re Building Lease Agreement - Yarm Bowling Club

Cllr Atkinson proposed that legal fees (up to a maximum of £750) might be agreed as coming from YTC's budget line for legal fees.

PROPOSED: Cllr Newcombe; **SECONDED:** Cllr Monck **AGREED**

10.5 Consideration of Quotations for Memorial Testing (DOCUMENT REFERS) - The Clerk presented the above quotations. Company A was selected.

PROPOSED: Cllr Newcombe; **SECONDED:** Cllr Atkinson; **AGREED**

10.6 Consideration of Quotations for Tree Surgery (DOCUMENT REFERS) - The Clerk presented the above quotations. Company A was selected.

PROPOSED: Cllr Newcombe; **SECONDED:** Cllr Smailes; **AGREED**

10.7 Consideration of Quotations for YTC Printer / Copier (DOCUMENT REFERS) - The Clerk presented the above quotations. Company D is to be asked for a shorter contract (max 2 years) on the monthly price quoted (or within £10 of this) for a refurbished model. If this is not achievable, the Company C 1 year contract will be requested.

PROPOSED: Cllr Newcombe; **SECONDED:** Cllr Atkinson; **AGREED**

10.8 Consideration of Quotations for HR Support & Advice (DOCUMENT REFERS) - The Clerk presented the above quotations. Company B was selected, advice to be sought on an hourly price basis, with a preliminary meeting to scope needs.

PROPOSED: Cllr Newcombe; **SECONDED:** Cllr Atkinson; **AGREED**

10.9 Request from the Showmen's Guild to have an additional day of the Fair in 2024 (20.10.24) - Cllr Addison

This agenda item no longer required consideration as SBC had turned down this request. The Clerk notified the meeting of representations against the extra day she had received from Luna Blu, Yarm Business Forum, Strickland and Holt, Peter Rafferty (as Chair of the local Pubwatch group) and the Black Bull (these representations had also been sent to councillors by email). A key comment from all who had made contact was the need for more time, significantly more notice from the Showmen's Guild and consultation on such a matter.

Following discussion with showmen who were providing a Fair in Thornaby, Cllr R Wegg requested that The Showmen's Guild be written to regarding prices being too high for families attending the Yarm Fair, with a request that prices should be set at a lower level this year. **AGREED**

11.0 Planning & Environment:

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11.1 Matters Arising: Planning Applications & Lists - Cllr Monck updated the meeting as regards a planning application for the High Street old Barclays Bank site (no.76) to have change of use as a restaurant (Italian) and be converted accordingly.

On general Planning and Environment matters, **Cllr Monck** requested that council give approval to True Lovers' Walk Volunteers (TLWV) request to look after the Rose Garden adjacent to Scholar's Court and that a contribution to costs for this should be made. Council gave approval and a sum of **£200** was agreed to be forwarded to TLWV. **The Clerk** will draft a letter of agreement confirming the arrangement.

PROPOSED: Cllr Pybus;

SECONDED: Cllr Newcombe;

AGREED

The Clerk notified the meeting that a resident had reported that a large tree in The Rookery had caught on fire from a neighbouring garden during the summer. The arboriculturalist has been contacted to attend asap to assess whether the tree is dangerous and what action should be taken.

Councillors agreed that the High Street hanging baskets were now past their best and should be removed.

ACTION: Clerk to organise removal of hanging baskets along the High Street.

11.2 Latest Play Area Reports & Issues - **The Clerk** confirmed that the damaged toddler swing at Snaith's Field had been replaced and the two rockers for small children had been repainted. However, the Fire Engine rocker base spring has been broken and the item removed until a repair / costs can be sourced.

12.0 Adjournment and Final Questions from the Public - the Chair adjourned the meeting for any further questions from the public.

13.0 To agree any content for the YTC website and requests for Facebook features - **The Clerk** will publicise the Bowling Club Open Day on Facebook.

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

15.0 To confirm the date, time and location of the next YTC meeting (Challoner House): 7pm, 8th October 2024. The meeting closed at 9.30pm

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.

ACCOUNTS FOR PAYMENT 10th SEPTEMBER 2024				
YARM TOWN COUNCIL ACCOUNTS			(inc of VAT	
MEMBERS APPROVE THE FOLLOWING ACCOUNTS PAID FOR BY DIRECT DEBIT			if applicable)	
Payments by Direct Debit		£	£	
Creditor	Service	Sub Total	Total	Ref
Stockton-on-Tees BC	Market Toll Rates 1.08.24		£96.00	d/d
Stockton-on-Tees BC	Market Toll Rates 1.09.24		£96.00	d/d
Virgin Media	Town Hall Wi-Fi 1.08.24		£72.00	d/d
EE	Mobile & telephone 16.07.24		£9.84	d/d
EE	Mobile & telephone 19.08.24		£10.18	d/d
Barclays	Bank Charges August 24		£9.10	d/d
Barclays	Bank Charges July 24		£17.88	d/d
Stockton-on-Tees BC	Cemetery rates. 1.08.24		£42.00	d/d
Stockton-on-Tees BC	Cemetery rates 01.09.24		£42.00	d/d
Stockton-on-Tees BC	Cemetery wate collection August		£31.88	d/d
Stockton-on-Tees BC	Willey Flatts cleaning August		£288.28	d/d
Google	G Suite August		£90.08	d/d
Anglian Water	Allotment water		£213.37	d/d
Anglian Water	Allotment water		£335.37	d/d
British Gas	Allotment hut electricity 29/07/24		£39.95	d/d
YARM TOWN COUNCIL				

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MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS PAID BY CHEQUE OR BACS				
Creditor	Service	Sub Total	Total	
Cornerstone	Cloud hosting in July		£24.00	BACS
Contractor	Watering baskets June		£1,025.00	BACS
Society of Local Council	Annual subscription			
Clerk			£253.00	BACS
Town Clerk	Dog signs		£35.35	BACS
The Knight Shop	Children`s Viking Clothing fot YTHHC		£81.00	BACS
Smiths of Derby	Town Hall clock service		£330.00	BACS
Contractor	Grass cutting 22/23 July		£1,002.00	BACS
Town Clerk	Office supplies and disposal of fridge		£39.05	BACS
Design and Display	Sign for bowls club		£252.00	BACS
Town Clerk	Salary for July		£2,052.20	BACS
HMRC	Tax & NI for July		£485.26	BACS
Stockton BC	Spraying Giant Hogweed		£240.00	BACS
Cornerstone	Cloud hosting in August		£24.00	BACS
Cornerstone	IT support in August		£99.96	BACS
Cornerstone	IT support in July		£99.96	BACS
Contractor	Event planning in July		£800.00	BACS
Contractor	Event planning in April, May and June		£2,639.99	BACS
Town Clerk	Overtime for July (18 hrs) £342.90 -			
	20% income tax		£274.32	BACS
Medics UK	First aid cover at Remembrance Sunday		£180.00	BACS

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Medics UK	First aid cover at Xmas Eve in Yarm		£122.00	BACS
Northern Counties	Annual subscription			
Allotment Association			£65.00	BACS
Yarm Bowling Club	Test payment		£1.00	BACS
Yarm Bowling Club	Yarm Bowling Club donation		£2,180.00	BACS
Yarm Bowling Club	Transfer of part balance in YTC accounts		£2,254.00	BACS
XL Displays	External Display Board - Allotments		£379.20	BACS
British Gas	Bowling Club electricity 23/4 to 31/7		£263.06	BACS
EDF Energy	Town Hall electricity June and July		£593.84	BACS
Contractor	Watering baskets July		£1,025.00	BACS
Contractor	Grass cutting 5/6 August		£1,002.00	BACS
Contractor	Grass cutting 19/20 August		£1,002.00	BACS
Gallagher	Insurance adjustment 13/3 to 31/5/2024		£97.50	BACS
Green Magic	12 stake signs & sign holders		£133.32	BACS
	August salary		£2,048.97	BACS
HMRC	Tax & NI for August		£496.11	BACS
MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS FOR PAYMENT BY CHEQUE OR BACS				
Cornerstone	Service	Sub Total	Total	
ClIr P Addison	Ink cartridges	21.49		
	Door Bell & Chime for Town Hall	127.29		
	Ream of paper	6.99		

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	Cemetery water	114.16	£269.93	
INCOME TO YARM TOWN COUNCIL				
Allotment holder	Allotment rent		£6.00	d/c
Allotment holder	Allotment rent		£6.00	d/c
YTHHC	Donations		£40.00	100150
YTHHC	Donations		£40.20	100149
HMRC	VAT refund		£4,083.17	d/c
Yarm Fellowship Hall	Insurance for April to July		£295.34	d/c
Barclays	Loyalty reward		£0.09	d/c
Barclays	Loyalty reward		£1.41	d/c
>	Cemetery fees		£850.00	10051
Lords Monumental	Cemetery fees		£240.00	100149
Lakeland Slate	Cemetery fees		£140.00	d/c
Allotment holder	Allotment rent		£5.00	d/c
Merritts	Bowling club donation		£2,180.00	d/c
Public Sector Deposit	Interest for April		£128.47	d/c
Fund				
Public Sector Deposit	Interest For May		£124.47	d/c
Fund				
Public Sector Deposit	Interest for June		£129.08	d/c
Fund				

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Public Sector Deposit	Interest for July		£125.22	d/c
Fund				