

**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Clare Gamble**  
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**Billingham Library & Customer**  
**Service Centre**  
**Billingham**  
**TS23 2LN**

## **CAFE MANAGEMENT SUB COMMITTEE MEETING**

**TO BE HELD ON**  
**TUESDAY 18<sup>th</sup> OCTOBER 2022 AT 5.30PM**  
**IN MEETING ROOM C, BILLINGHAM LIBRARY & CUSTOMER**  
**SERVICE CENTRE**

### **AGENDA.**

**1. CHAIRMAN'S ANNOUNCEMENTS**

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. DECLARATIONS OF INTEREST**

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

**4. PUBLIC PARTICIPATION**

In accordance with section 3 (f) of the BTC Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

None received at the time of preparation of the agenda.

**5. PREVIOUS MEETING MINUTES**

Members are asked to approve the draft minutes from the meeting held on 19<sup>th</sup> July 2022 (See appendix A – draft minutes).

**6. CAFÉ UPDATE**

A verbal update will be given at the meeting.

**7. SOUP & SANDWICH PROJECT**

A verbal update will be given at the meeting.

**8. CAFÉ LOGO**

Members are asked to consider a new logo for the Café.

**9. OFFERS/PROMOTIONS**

Members are asked to consider any offers/promotions for over the autumn/winter.

**Miss Dee Smith**  
**Town Clerk/RFO to Billingham Town Council**  
**12<sup>th</sup> October 2022**

**PLEASE BE ADVISED:** Filming, Photographing or Audio Recording of the Town Council meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing or recording the meeting.

**BILLINGHAM TOWN COUNCIL**  
**Minutes of the Café Management Sub Committee Meeting**  
**held on Tuesday 19<sup>th</sup> July 2022 at 5.30 pm.**  
**In Meeting Room C, Billingham Library**

**Present: Councillors:** Clare Gamble (Chairman)  
Helen Atkinson  
Colin Leckonby  
Ann McCoy  
Jim Scollen

**Official:** Miss Dee Smith, Town Clerk & RFO  
Mrs Kate Minza, Administration Officer  
Ms Tracy Reece, Activities Coordinator

**Apologies:** None

Cllrs Peebles and McCall were also in attendance.

The meeting commenced at 5.37pm.

**104/22 CHAIRMAN'S ANNOUNCEMENT**

The usual rules about housekeeping were made.

**105/22 DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

**106/22 PUBLIC PARTICIPATION TIME**

There were no public present or any questions on this occasion.

**107/22 PREVIOUS MEETING MINUTES**

Members were asked to approve the draft minutes from the meeting held on 14<sup>th</sup> June 2022.

**RESOLVED**

**Signed.....**

**Date**

**.....**  
**Chairman to Billingham Town Council**

That the minutes of the above meeting, a copy which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

**108/22**

### **CAFÉ UPDATE**

The Town Clerk gave members a verbal update on the café performance. The café is now open Monday to Saturday, 9am to 4pm and will continue with these hours throughout the summer.

The café is getting busier, especially on a Saturday, and expect footfall to increase over the summer holidays.

Children's picnic boxes have been added to the café menu throughout the summer. An ice cream machine has also been ordered.

Positive comments have been received in regards to customer service and quality of food.

### **RESOLVED**

- a. Information duly noted.
- b. To order a large plastic ice cream cone for display outside the café.

**109/22**

### **SOUP & SANDWICH PROJECT**

Councillor Atkinson gave an update on the progress of the project which launched on 20<sup>th</sup> June 2022.

Members also discussed providing children's packed lunches throughout the summer holiday to help tackle food poverty.

### **RESOLVED**

- a. Information duly noted.
- b. More Soup and Sandwich vouchers to be circulated to different locations.
- c. Children's packed lunch vouchers (during the summer holidays) to also be circulated.

**110/22**

### **USE OF THE CAFE**

Members were asked to consider the use of the café in regards to private events. A request has been received to cater for a political party conference in September for 4 hours.

Concerns were raised in regards to if the café is a suitable location to hold a

Signed.....

Date

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**Chairman to Billingham Town Council**



conference.

## **RESOLVED**

- a. To offer the Ray McCall Room for the party conference.
- b. Existing policy for room hire to continue.

**111/22**

## **OFFERS/PROMOTIONS**

Members considered offers and promotions for the summer period. The Town Clerk has reserved advertising space in Stockton Billingham Life for a week in July and a week in August.

A discussion took place regarding events/activities at the café during the summer holiday. A bouncy castle was suggested. The Town Clerk advised members that she did not agree with this proposal and the Town Council insurance would not cover this. Also, because of the space outside the cafe that the council lease, she was unsure if there would be enough room. Public liability insurance and risk assessments etc, would have to be provided by the supplier of the bouncy castle.

## **RESOLVED**

- a. Members agreed the following promotions:
  - Tea & Scone - £2.00
  - Children's picnic boxes throughout the summer
- b. The advertising would include the above promotions and slushes, milkshakes, lollies etc.
- c. 'Fun day Fridays' would also be advertised to include face painting and arts and crafts.

**112/22**

## **BILLINGHAM SHOW**

The Town Clerk advised that plans are well underway for the Billingham Show in John Whitehead Park on 10<sup>th</sup> and 11<sup>th</sup> September 2022.

The Café will be open both days across the weekend, 8am to 6pm, with a events menu in place consisting of hot food (i.e. burgers, chips, hot dogs, etc) and sandwiches. Breakfast buns will also be available.

An ice cream machine has been ordered and extra staff will also be required for the weekend.

Vouchers will be given out to the over 60's who attend the carnival for a free cup of tea or instant coffee and a biscuit. Volunteers will also receive a voucher for a bacon bun and a drink. These vouchers (colour coded – red

Signed.....

Date

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Chairman to Billingham Town Council

and gold) will be returned back to the Show organisers after the event and the café will be reimbursed for the cost of the food.

**RESOLVED**

- a. Information duly noted.
- b. Councillor Peebles to enquire about an ice cream/ice lolly bicycle.

The meeting concluded at 6.25 pm with Councillors Atkinson, Gamble, Leckonby, McCoy and Scollen present.

**Signed.....**

**Date**

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**Chairman to Billingham Town Council**