

BILLINGHAM TOWN COUNCIL
Minutes of the Café Management Sub Committee Meeting
held on Tuesday 19th 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 14th June 2022.

RESOLVED

Signed.....

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Chairman to Billingham Town Council

Date

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 20th 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 10th and 11th 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