

BILLINGHAM TOWN COUNCIL
Minutes of the Café Management Sub Committee Meeting
held on Tuesday 5th October 2021 at 1pm.
In Meeting Room C, Billingham Library

Present: Councillors Clare Gamble (Chairman)
Colin Leckonby
Jim Scollen
Gina McCall

Official: Miss Dee Smith, Town Clerk & RFO

Apologies: Councillor Michelle Bendelow (No apologies received)

141/21 CHAIRMAN'S ANNOUNCEMENT

There were no announcements on this occasion.

142/21 DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

143/21 PUBLIC PARTICIPATION TIME

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

144/21 PREVIOUS MEETING MINUTES

Members were asked to approve the draft minutes from the meeting held on 7th September 2021.

RESOLVED

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

Signed.....

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Chairman to Billingham Town Council

Date

145/21

CAFÉ UPDATE

The Town Clerk advised members that the two new members of staff have both settled in well. Throughout the summer, the café was busy however, it is now quieter.

Members were presented with a café income report for September 2021.

Members were also advised regarding the upcoming Environmental Health inspection of the Community Kitchen and also given a progress update for the defibrillator, agreed at Full Council in September, which will be located on the Café exterior wall (subject to approval from Stockton Borough Council).

RESOLVED

Information duly noted.

146/21

CAFÉ PROFIT & LOSS REPORT

The Town Clerk presented the café profit and loss report up to 31st August 2021. There has been additional costs since reopening due to the purchase of new equipment/furnishings etc. There is still £9000 left in the Café Contingency budget as the £7063 for the ceiling repairs after the water leak, has been paid from General Reserves.

RESOLVED

Information duly noted.

147/21

REMEMBRANCE SUNDAY

The Town Clerk advised members that this year, the Town Council is working in partnership with the Royal British Legion (RBL) to deliver the annual Remembrance Sunday Parade.

The Town Council will be putting on a buffet at the Salutation Public House after the parade for 100 invited guests. The sandwiches will be bought in however, the café will be supplying the remainder of the buffet. Two members of staff from the café will be working on the Sunday.

RESOLVED

Information duly noted.

Signed.....

Date

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Chairman to Billingham Town Council

CHRISTMAS DINNERS

Members were asked to consider the Christmas dinner offer for 2021.

RESOLVED

To offer a two course Christmas dinner (main and dessert) throughout December on set days. The cost of the dinner to be agreed once costings have been made. The dinner to include turkey and all the trimmings.

To offer Christmas Afternoon Tea throughout December on opposite days to the Christmas dinners. The cost of the dinner to be agreed once costings have been made however, it was suggested that it would be £14.95 for two people.

The meeting concluded at 13.32 pm with Councillors Gamble, Leckonby, McCall and Scollen present.

Signed.....
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Chairman to Billingham Town Council

Date