

BILLINGHAM TOWN COUNCIL
Minutes of the Café Management Sub Committee Meeting
held on Tuesday 7th September 2021 at 1pm.
In Meeting Room C, Billingham Library

Present: Councillors Clare Gamble (Chairman)
Michelle Bendelow
Colin Leckonby
Jim Scollen

Official: Miss Dee Smith, Town Clerk & RFO
Mr Andrew Hamilton, Business Support Manager

Apologies: Cllr Gina McCall (Personal)

85/21 CHAIRMAN'S ANNOUNCEMENT

There were no announcements on this occasion.

86/21 DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

87/21 PUBLIC PARTICIPATION TIME

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

88/21 PREVIOUS MEETING MINUTES

Members were asked to approve the draft minutes from the meeting held on 6th July 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

89/21

CAFÉ UPDATE

The Town Clerk advised members that the Café reopened on 28th June 2021. It was closed for 10 days during July due to staff self-isolating. The two new members of staff have settled in very well. On average over July and August the takings have been approximately £300 per day. Week days have been busier than weekends.

The Café is now closed on a Sunday and will remain so throughout the winter period. We have received two applications for the Café Assistant vacancies and both applicants have carried out work trials. Interviews will be carried out in the next week.

RESOLVED

Information duly noted.

90/21

OPENING HOURS

Members were asked to consider winter opening hours.

RESOLVED

As from 4th October 2021, opening hours will be 10am to 3pm Monday to Friday and 10am to 1pm on a Saturday. The café will remain closed on a Sunday.

91/21

COMMUNITY BOOKSHELF

The Town Clerk advised members that the Community Bookshelf should be in place in the Café in the next week. We have received lots of donated books. A wall poster and flyers are being designed to advertise this service.

RESOLVED

Information duly noted.

92/21

MENU REVIEW

Members were asked to consider any menu changes for the winter period. The Town Clerk provided a report, for information on item sales throughout August.

RESOLVED

To reduce the menu offer throughout the winter period based on summer sales.

Signed.....

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Chairman to Billingham Town Council

Date

93/21

HALF TERM ENRICHMENT

Members were asked to ideas for the October half term enrichment programme .

RESOLVED

It was agreed to provide the following:

- a children's Halloween themed afternoon tea and pumpkin carving;
- stone decorating and sponge painting in a Remembrance day theme;
- bird feeders;
- glitter glow party.

94/21

CHRISTMAS EVENTS

The Town Clerk advised members of the following Christmas activities to take place in the café throughout the Christmas period. These included:

- afternoon tea with Santa;
- Christmas dinners;
- Christmas afternoon teas;
- Memory tree.

The meeting concluded at 2.305pm with Councillors Gamble, Bendelow, Leckonby and Scollen present.

Signed.....



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Chairman to Billingham Town Council

Date