

**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 13<sup>th</sup> DECEMBER 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 18<sup>th</sup> October 2022 (See appendix A – draft minutes).

**6. CAFÉ UPDATE**

A verbal update will be given at the meeting.

**7. CHRISTMAS**

A verbal update will be given at the meeting.

**8. OFFERS/PROMOTIONS**

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

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

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BILLINGHAM TOWN COUNCIL  
Draft Minutes of the Café Management Sub Committee Meeting  
held on Tuesday 18<sup>th</sup> October 2022 at 5.30 pm.  
In Meeting Room C, Billingham Library

Present: Councillors:       **Colin Leckonby (Vice-Chairman)**  
                                      **Ann McCoy**  
                                      **Jim Scollen**

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

Apologies:                   **Cllr Gamble – Illness**  
                                      **Cllr Atkinson - Personal**

Cllrs Peebles, McCall and Shotton were also in attendance.

In the absence of the Chairman, the Vice Chairman assumed the chair.

146/22           CHAIRMAN'S ANNOUNCEMENT

The usual rules about housekeeping were made.

147/22           DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

148/22           PUBLIC PARTICIPATION TIME

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

149/22           **PREVIOUS MEETING MINUTES**

Members were asked to approve the draft minutes from the meeting held on 19<sup>th</sup> July 2022.

## 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.

### 150/22 CAFÉ UPDATE

The Town Clerk gave members a verbal update on the café performance. The café is now open Monday to Saturday, 10am to 3pm and will continue with these hours throughout the autumn and winter.

The café is still fairly busy, especially compared to this time last year. We are receiving more compliments about the food and staff.

Members were also given updates on the food pantry, Soup and Sandwich project and Sunday Lunch Service. These will be discussed in more detail at the next Community Wellbeing committee.

## RESOLVED

Information duly noted.

### 151/22 SOUP & SANDWICH PROJECT

The Town Clerk advised members that this project has not been very successful. It will be discussed at the next Community Wellbeing committee.

## RESOLVED

Information duly noted.

### 152/22 CAFÉ LOGO

Members considered a new design for the Café logo. The Town Clerk advised that she would like something designed that included the Community Hub.

## RESOLVED

To look at different designs and bring to a future meeting of this sub-committee.

Members considered offers and promotions for the autumn/winter period.

A discussion took place regarding events/activities at the café during the

**RESOLVED**

Members agreed the following promotions:

- Barista drink & slice of cake – price to be confirmed
- Jacket potatoes - price to be confirmed.

The meeting concluded at 6.20 pm with Councillors Leckonby, McCoy and Scollen present.