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**Billingham Library & Customer
Service Centre**
Billingham
TS23 2LN

TO: All members of the Café Management Sub Committee

You are summoned to attend the next meeting of the Cafe Management Sub Committee to be held on Tuesday 21st February 2023 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 13th December 2022 (See appendix A – draft minutes).

6. CAFÉ UPDATE

A verbal update will be given at the meeting.

7. 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
14th February 2023

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 13th December 2022 at 5.30 pm.
In Meeting Room C, Billingham Library

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

Official: Ms Tracy Reece, Business Support Manager

Apologies: Cllr Gamble – Business

Cllrs Bendelow, Peebles and McCall were also in attendance.

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

198/22 CHAIRMAN'S ANNOUNCEMENT

The usual rules about housekeeping were made.

199/22 DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

200/22 PUBLIC PARTICIPATION TIME

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

201/22 PREVIOUS MEETING MINUTES

Members were asked to approve the draft minutes from the meeting held on 18th October 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.

Signed.....

Date

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

202/22

CAFÉ UPDATE

The Business Support Manager 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 Soup and Sandwich project is going well with vouchers being handed out at the food pantry on a Monday.

RESOLVED

- a. Information duly noted.
- b. For café staff to attend at least two of these sub-committees a year.
Meetings to be held in the café, and for this to be mandatory.

203/22

CHRISTMAS

The Business Support Manager advised members that the Christmas Afternoon Teas have been a success. Christmas dinners are available in the week leading up to Christmas.

RESOLVED

Information duly noted.

204/22

OFFERS/PROMOTIONS

There were no offers or promotions considered on this occasion.

RESOLVED

To be considered at the next meeting of this sub-committee.

The meeting concluded at 6.00 pm with Councillors Leckonby, Atkinson, McCoy and Scollen present.

Signed.....

Date

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Chairman to Billingham Town Council