

**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Clare Gamble**  
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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 21<sup>st</sup> March 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 21<sup>st</sup> February 2023 (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  
14<sup>th</sup> March 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 21<sup>st</sup> February 2023 at 5.30 pm.**  
**In Meeting Room C, Billingham Library**

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

**Official:** Miss Dee Smith, Town Clerk/RFO  
Ms Tracy Reece, Business Support Manager  
Bev Stephenson – Café Assistant  
Tracy Dale – Café Assistant

**Apologies:** Cllr Gamble – Business  
Cllr Scollen – Illness

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

**271/22 CHAIRMAN'S ANNOUNCEMENT**

The usual rules about housekeeping were made.

**272/22 DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

**273/22 PUBLIC PARTICIPATION TIME**

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

**274/22 PREVIOUS MEETING MINUTES**

Members were asked to approve the draft minutes from the meeting held on 13<sup>th</sup> December 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

**Signed.....**

**Date**

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

the Chairman.

**275/22 CAFÉ UPDATE**

The Business Support Manager gave members a verbal update on the café performance. The café is now open Monday to Friday, 10am to 3pm. The café has been quieter since Christmas, however, this week has been busier due to half-term.

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.

**276/22 OFFERS/PROMOTIONS**

Members discussed offers and promotions and were informed that scones and cakes are the best sellers.

**RESOLVED**

- (i) To design a questionnaire to be left in the café for customers to complete, asking what customers would like to see on the café menu and what they currently enjoy. This questionnaire will also go on the website and social media.

The meeting concluded at 6.04 pm with Councillors Leckonby, Atkinson and McCoy present.

**Signed.....**

**Date**

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