



**Town Clerk & RFO: Miss Dee Smith**  
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**Billingham Library & Customer  
Service Centre  
Billingham  
TS23 2LN**

## **SERVICES & ENGAGEMENT COMMITTEE TO BE HELD ON**

**TUESDAY 21<sup>st</sup> NOVEMBER 2023 AT 5.30 PM**

**THIS MEETING WILL BE AT BILLINGHAM LIBRARY AND CUSTOMER  
SERVICE CENTRE, MEETING ROOM C, BILLINGHAM, TS23 2LN**

### **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. MINUTES OF SERVICES & ENGAGEMENT COMMITTEE MEETING HELD ON 17<sup>th</sup> OCTOBER 2023**

To approve the above draft minutes as a true and accurate record. (see Appendix A – draft minutes 17<sup>th</sup> October 2023)

**6. EVENTS UPDATE**

The Deputy Town Clerk will give a verbal update on the night.

**7. SERVICES UPDATE**

- Café in The Park
- Pantry in The Park
- Soup & Sandwich project
- Sunday Lunch Service

The Deputy Town Clerk will give a verbal update on the night.

**8. NEWSLETTER UPDATE**

The Deputy Town Clerk will give a verbal update on the night.

**9. CALENDAR**

The Deputy Town Clerk will give a verbal update on the night.

**Miss Vicky Lloyd**

**Deputy Town Clerk to Billingham Town Council**

**14<sup>th</sup> November 2023**

**PLEASE BE ADVISED:**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

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.

Persons wishing to obtain any further information on this meeting, including the opportunities available for a member of the public to speak at the meeting or for details of access to the meeting for people with disabilities, please contact Miss Dee Smith, Town Clerk via [dee.smith@billingham-tc.gov.uk](mailto:dee.smith@billingham-tc.gov.uk) or telephone 01642 551171.

**Billingham Town Council**

**DRAFT Minutes of Services & Engagement Committee Meeting  
Tuesday 17<sup>th</sup> October 2023 at 5.30 p.m.  
Held at Billingham Library & Customer Service Centre**

**Present Councillors:** Cllr Helen Atkinson  
Cllr Michelle Bendelow (Chair of Committee)  
Cllr Clare Gamble  
Cllr Gareth Hedley (Vice Chair of Committee)  
Cllr Maria Lacey  
Cllr Mick Stoker

**Official:** Miss Vicky Lloyd – Deputy Town Clerk

**Apologies:** Cllr Michael Shotton (No apologies received)

Cllr Gina McCall was also present.

**104/23 CHAIRMANS ANNOUNCEMENTS**

The Chair welcomed all present. The usual rules about housekeeping were made.

**105/23 DECLARATION OF INTEREST**

There were no declarations of interest on this occasion.

**106/23 PUBLIC PARTICIPATION TIME**

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

**107/23 MINUTES OF SERVICES & ENGAGEMENT COMMITTEE MEETING  
HELD ON 19<sup>th</sup> SEPTEMBER 2023**

Members were asked to approve the above draft minutes.

**RESOLVED**

- (i) That the minutes of the above meeting held on 19<sup>th</sup> September 2023, a copy of which has been circulated to each member, be approved, and signed as a correct record by the Chairman.

**108/23 SERVICES UPDATE**

The Deputy Town Clerk gave a verbal update on Café in the Park, Pantry in the Park, Soup & Sandwich Project and Sunday Lunch Service.

**Café in the Park**

The summer season in the café is now complete and the café will be closed over the autumn and winter period. Our full café service will reopen for Easter 2024. All of our regular groups will continue to run, and we welcome more groups into the community hub. The café will open next week for the half term holidays and will continue as a venue participating in the warm space and safe space schemes.

**Food Pantry**

The pantry remains open on Monday mornings and is being accessed by approximately forty families each week.

**Soup & Sandwich project**

Soup and a sandwich are being offered to those who attend the pantry.

**Sunday Lunch Service**

The service was cancelled on the 15<sup>th</sup> of October due to a shortage of volunteer drivers to deliver the lunches.

**RESOLVED**

- (i) Information duly noted.
- (ii) The Sunday lunch service to be reviewed at the next Full Council on 28<sup>th</sup> November 2023.

### **109/23 NEWSLETTER**

The winter edition of the newsletter has been drafted and will be circulated to members prior to printing. It is anticipated that the newsletter will be distributed in the first week of November.

### **RESOLVED**

- (i) Information duly noted.

The meeting concluded at 5.45p.m. with Councillors Atkinson, Bendelow, Gamble, Hedley, Lacey & Stoker present.

Signed..... Date .....  
Chairman of Services & Engagement Committee