



**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 19<sup>th</sup> NOVEMBER 2024 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 15<sup>th</sup> OCTOBER 2024**

To approve the above draft minutes as a true and accurate record. **(see Appendix A – draft minutes 15<sup>th</sup> October 2024)**

**6. EVENTS**

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

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

**8. LOW GRANGE COMMUNITY CENTRE**

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

**9. NEWSLETTER**

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

**Miss Vicky Lloyd**

**Deputy Town Clerk to Billingham Town Council**

**13<sup>th</sup> November 2024**

**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 15<sup>th</sup> October 2024 at 5.30 p.m.**  
**Held at Billingham Library & Customer Service Centre**

**Present:** Councillors      Helen Atkinson (arrived at 5.40pm)  
                                     Michelle Bendelow  
                                     Daniel Forrest  
                                     Gareth Hedley  
                                     Mick Stoker (Chair of Committee)

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

**Apologies:**                  Councillor Maria Lacey (No apologies received)  
                                     Councillor Michael Shotton (No apologies received)

**84/24 CHAIRMAN'S ANNOUNCEMENTS**

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

**85/24 DECLARATION OF INTEREST**

There were no declarations of interest on this occasion.

**86/24 PUBLIC PARTICIPATION TIME**

There were no public present or questions on this occasion.

**87/24 MINUTES OF SERVICES & ENGAGEMENT COMMITTEE MEETING  
HELD ON 17<sup>th</sup> SEPTEMBER 2024**

Members were asked to approve the above draft minutes.

**RESOLVED**

- (i). That the minutes of the above meeting held on 17<sup>th</sup> September 2024, a copy of which has been circulated to each member, be approved, and signed as a correct record by the Chairman.

## **88/24 EVENTS UPDATE**

The Deputy Town Clerk advised members of the town councils remaining events for 2024:

- **Halloween at Café in the Park – w/c 28<sup>th</sup> of October a week of fun activities including a Halloween party on the 31<sup>st</sup> face painting, games and fancy dress competition.**
- **Billingham Remembrance Sunday Parade 10<sup>th</sup> November.**
- **Christmas Tree Light Switch On – 30<sup>th</sup> November.**

## **Events 2025**

- **VE Day 80 - 8<sup>th</sup> May**
- **Billingham Show – Saturday 6<sup>th</sup> & Sunday 7<sup>th</sup> September**
- **Billingham Remembrance Sunday Parade – Sunday 9<sup>th</sup> November**
- **Christmas Tree Light Switch On – 29<sup>th</sup> November**

## **RESOLVED**

(i). Information duly noted.

## **89/24 SERVICES UPDATE**

The Deputy Town Clerk gave members an update on Café in the Park, Pantry in The Park, Soup & Sandwich project, groups and organisations using the building.

Over the winter months the café is open Monday to Friday, 10am-3pm providing homemade cakes, pastries and pies. The hub is open to local groups and is a community space offering a safe and friendly space to keep warm.

## **RESOLVED**

(i). Information duly noted.

## **90/24 LOW GRANGE COMMUNITY CENTRE**

The Deputy Town Clerk advised members that a dedicated Facebook page has been set up to promote the centre and space available to hire. A meeting with the Trustees will be held shortly to focus on developing the centre.

## **RESOLVED**

(i). Information duly noted.



The meeting concluded at 6.00pm with Councillors Atkinson, Bendelow, Forrest, Headley & Stoker present.

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

DRAFT