



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

TO: All members of the [Services & Engagement Committee](#)

You are summoned to attend the next meeting of the Services & Engagement Committee to be held on Tuesday 18th February 2025 at 5.30pm.

This meeting will be held 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 14TH JANUARY 2025

To approve the above minutes as a true and accurate record (see Appendix A – draft minutes 14th January 2025).

6. EVENTS

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

7. SERVICES UPDATE

Members are provided with a services report from the Business Support Manager (see Appendix B – Report on Services)

8. LOW GRANGE COMMUNITY CENTRE

Members are provided with a report on Low Grange Community Centre (see Appendix C – LGCC Report).

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
12th February 2025

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 the 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 or telephone 01642 551171.

Billingham Town Council

Minutes of Services & Engagement Committee Meeting

Tuesday 14th January 2025 at 5.30 p.m.

Held at Billingham Library & Customer Service Centre

- Present:** Councillors Helen Atkinson
 Michelle Bendelow
 Maria Lacey
 Mick Stoker (Chair of Committee)
- Official:** Miss Vicky Lloyd – Deputy Town Clerk
 Miss Tracy Reece – Business Support Manager
 Miss Dee Smith – Town Clerk & Responsible Finance
 Officer (arrived at 5.45pm)
- Apologies:** Councillor Gareth Hedley – Personal
 Councillor Daniel Forrest – No apologies received

Cllr Gina McCall was also present.

130/24 CHAIRMAN'S ANNOUNCEMENTS

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

131/24 DECLARATION OF INTEREST

There were no declarations of interest on this occasion.

132/24 PUBLIC PARTICIPATION TIME

There were no public present or questions on this occasion.

**133/24 MINUTES OF SERVICES & ENGAGEMENT COMMITTEE MEETING
HELD ON 17th DECEMBER 2024**

Members were asked to approve the above draft minutes.

RESOLVED

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

134/24 EVENTS UPDATE

The Deputy Town Clerk gave members an update on events.

Members agreed the annual schedule of events for 2025:

- VE Day 80 – Thursday 8th May
- VJ Day 80 – Friday 15th August
- Billingham Show – Saturday 6th & Sunday 7th September
- Billingham Remembrance Sunday Parade – Sunday 9th November
- Christmas Tree Lights Switch On – Saturday 29th November

RESOLVED

- (i). Information duly noted.

135/24 SERVICES UPDATE

Members noted the update report from the Business Support Manager on Café in the Park, Pantry in The Park, Soup & Sandwich project and local groups using the building.

Members agreed that Café in the Park will reopen for the spring/summer months from 14th April to 11th October 2025. During the April half term holidays children's activities will take place.

RESOLVED

- (i). Information duly noted.

136/24 BILLINGHAM SHOW 2025

Members were asked to approve the following:

1. Working Group
2. Terms of Reference

RESOLVED

- (i) Members unanimously approved the formation of the working group.
- (ii) Members approved the Terms of Reference for the above group.

137/24 LOW GRANGE COMMUNITY CENTRE

The Deputy Town Clerk advised members that during the Christmas half holidays the facilities were booked to deliver a Holidays Are Fun (HAF) provision. Family Action will be delivering a HAF family provision in the February half term holidays.

A date is to be confirmed for the first meeting of the Task & Finish group to consider activities and support services which might be offered at the centre in the future.

RESOLVED

- (i). Information duly noted.

The meeting concluded at 5.55pm with Councillors Atkinson, Bendelow, Lacey & Stoker present.

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



Report to Services & Engagement Committee: Tuesday 18/02/25

Report by: Miss Tracy Reece, Business Support Manager

Subject: Services Update

Pantry In the Park

The Food Pantry continues to offer support with food and hygiene items each week. We continue to receive weekly deliveries from Fairshare of fresh fruit, vegetables and other items. The Soup and Sandwich project continues to be offered to all those who attend the pantry.

In January 112 people attended the pantry. The most popular items at present are tins of beans, noodles, tuna, any fresh item provided by Fareshare (microwave meals, ham, cheese). There is always lots of fruit and vegetables and any leftovers will be made into soup.

All fresh fruit and vegetables are free and not included within the ten items and members of the public can take as much as they need.

Citizens Advice bureau have been visiting the first Monday of every month, to speak to people who visit the pantry, offering advice and support. This will continue during 2025.

The Town Council has signed up with the Multibank organisation to help residents in our community. Along with the Food Pantry and the Go With the Flow project, we can now provide additional support with household items, toiletries, children's toys, footwear, pet food and accessories and limited clothing.

Groups

The following groups and activities take place at the café/Annexe throughout the week:

- Monday - Art & Craft's 1pm to 3pm
- Tuesday - Dementia Support Group 10.15am to 12.25pm
- Tuesday - Stockton Carers Peer Support Group 1pm to 3pm
- Wednesday - Tots & Teacups 9.30 am to 11am

- Wednesday - Walking Group who use the facilities within the Café
- Wednesday - Wellbeing Group - 12.30pm to 2.30pm
- Thursday - Games group 11am to 2pm
- Friday – Age UK 1.30pm to 3pm

Diabetes UK use the facility the last Thursday of every month, 2pm to 4pm, commencing in February 2025.

A new Dementia Support group commenced on 7th January 2025.

Go With the Flow Project

We continue to offer free sanitary products for those in need. There is no set day for this as members of the public can call in to the café any day.

Café in the Park

Due to still being in the winter season, the Café in the Park has reduced hours, open 10am to 3pm, Monday to Friday. The food menu is also reduced to hot/cold drinks, homemade cakes, pastries and pies

The cafe will reopen for the summer season on Monday 14th April, 9am to 4pm, Monday to Friday, with a full menu. From June 2025 onwards the café will be open Monday to Saturday until October 2025.

Bookings are still being taken for our popular Afternoon Tea and will continue throughout the year.

We are still operating as a Community Space. The café/Community Hub is now a more welcoming space for the winter months with comfortable seating, TV, internet, craft table, magazines, puzzle books, children's play area with toys, jigsaws, games and books.

What's to Come!

Below is what is planned for the coming 12 months:

- Afternoon Tea to continue

- Bingo and quiz afternoons
- New groups

Volunteers

At present we have five volunteers who assist with the Food Pantry and help in the café. This is giving the individuals chance to experience what it is like to work in a busy environment with support and guidance.



Report to Services & Engagement Committee: Tuesday 18th February 2024

Report by: Miss Dee Smith, Town Clerk/RFO

Subject: Low Grange Community Centre Update

As of January 2025, we have six regular bookings at the centre. These include judo, Alcoholics Anonymous (AA), a keep-fit class, Slimming World and a religious event held on a Sunday. Some of these groups utilise this facility more than once a week. However, there have been no additional bookings for the month of January.

In February, Family Action will be using the centre for one day for their holiday programme. A meeting in February has been arranged with the Curriculum Manager from Learning & Skills who has informed us that they have a wide variety of both community learning provision and accredited and non-accredited skills courses that they could potentially look at delivering from the centre. Also, models such as 'bitesize' 4-hour sessions, leading into a more substantial learning programme following this.

Learning & Skills are also looking at running slow cooker/Air Fryer courses commencing in April 2025.

A new noticeboard has been installed on the front of the building, and all signage both inside and out has been updated to reflect the Town Council logo. The caretaker is currently in the process of sorting through the store cupboards at the centre to enhance organisation and accessibility.

Furthermore, the trustees have successfully completed repairs to the roof to address the leak in the back training room. A new wireless/app control for the heating system to improve efficiency is to be installed in March 2025.

Moving forward, the centre will be manned by Town Council staff most Tuesdays, ensuring better support and engagement with the community and the users. This presence may increase in the coming months.