



INGLEBY BARWICK TOWN COUNCIL

THE RINGS COMMUNITY HUB
THE RINGS
INGLEBY BARWICK
STOCKTON-ON-TEES
NORTH RIDING OF YORKSHIRE
TS17 5LL

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19th December 2019

To: Hub Maintenance Committee Members

Councillors,

You are hereby summoned to attend the Hub Maintenance Committee Meeting to be held at **10.30am on Tuesday 7th January 2020** in the **Town Council's Office, The Rings Community Hub**.

AGENDA

1. Apologies for absence
2. Coffee Machines and Vending Machines
3. OnSite Update:-
 - i. Cleaning
 - ii. Timetable
 - iii. Financial Statement
 - iv. Invoicing
4. Maintenance of the Building – Tap in the Disabled Toilet – Legionella Update
5. Grounds Maintenance Update.
6. Matters of Concern
7. Date of next meeting – Tuesday 4th February 2020

Joanne McGeeney
Town Clerk