



# 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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28<sup>th</sup> January 2020

**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 4<sup>th</sup> February 2020** in the **Town Council's Office, The Rings Community Hub**.

**AGENDA**

1. Apologies for absence
2. OnSite Update:-
  - i. Cleaning
  - ii. Timetable including Separate Ground Floor Office
  - iii. Financial Statement
  - iv. Invoicing
3. Maintenance of the Building
4. Grounds Maintenance Update.
5. Coffee Machine Survey
6. Vending Machine Quotes- Update
7. Matters of Concern
8. Date of next meeting – Tuesday 3<sup>rd</sup> March 2020 at 10.30am

Joanne McGeeney  
Town Clerk