

**Minutes of the Hub Maintenance Committee Meeting of the Town Council, 10.30am on Tuesday  
3rd September 2019 held at The Rings Community Hub, The Rings, Ingleby Barwick**

**Present:** Town Cllrs. J Kirby, (Chairman), P Dodds, J Rutland.

**In Attendance:** Town Clerk Mrs J McGeeney, M Landers and L Paley (Onsite).

**Also in Attendance:** Town Cllr SA Watson (ex-Officio)

- 1. Apologies:** None received.
- 2. Welcome and Introductions:** As this was the first meeting of the Hub Maintenance Committee everyone introduced themselves.
- 3. Service Level Agreement:** Members were presented with the signed copy of the Service Level Agreement between Ingleby Barwick Town Council and Onsite Building Trust. Onsite had developed a Facebook page for the Rings Community Hub. At this time there were 250 likes to the page and users were regularly using it to promote classes and activities within the Hub.

Health and Safety inductions were undertaken by users prior to room hire and room hire agreements signed.

In respect of risks of Legionnaire's Disease it was advised that as the building did not contain showers this was not deemed to be an issue. However, Onsite would invite a representative to the next meeting to assess the risk.

In respect of electrical testing Onsite would provide PAT testing for electricians once a year for users.

- 4. Update on Cleaning Programme and Cleaning Materials Supplies:** Cleaning was being undertaken twice a week. This cleaning schedule will be monitored as the building capacity grows. Users are to be encouraged to dispose of babies' nappies in the outdoor bin.
- 5. Grounds Maintenance Update:** Onsite staff regularly attend the building and pick up any litter blown into the area. It was reported that this did not amount to much and not considered a problem. There was no report of dog fouling but this would be monitored.
- 6. Maintenance of the Building and Building Update:** The Chairman advised that the maintenance of the building would be undertaken by Wharton Construction for the first Year. Mirrors would be installed in the toilets as part of the contract specification with Wharton Construction.

Onsite presented information of the levels of room bookings and projected footfall in the building for the next year and agreed that this information be sent to the Clerk for presentation to the Town Council.

The Chairman thanked everyone for their attendance and participation.

The meeting closed at 11.30am