

**INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE HUB MAINTENANCE COMMITTEE HELD AT
10.30AM ON TUESDAY 1ST OCTOBER 2019 AT
AT THE RINGS COMMUNITY HUB**

PRESENT: Cllr J Kirby (Chairman) Cllr J Rutland; I Brown, L Paley (Onsite Building Trust).

IN ATTENDANCE: J McGeeney – Town Clerk

1. **Apologies for absence:** Cllr P Dodds and M Landers (Onsite Building Trust)
2. **Welcome and Introductions:** The chairman welcomed Ian Brown from Onsite Building Trust to the meeting.
3. **Onsite Update:** Members were presented with the latest timetable. The Town Council at its meeting held on 17th September 2019, had requested that a timetable showing hourly slots be produced. The Clerk was to send an example to Onsite.

Details of the expenditure and income was provided by Onsite. A total invoiced amount of £3,384 for the months of July and August had been raised. Onsite indicated a constant chase of collecting hire charges and it was hoped that this would improve. Party bookings were increasing.

4. **Update on Cleaning and Supplies:** Members were informed that the Town Council were currently saving money on cleaning as this was originally budgeted for six hours per week but currently being undertaken in four hours per week. The levels of cleaning would continue to be monitored and assessed accordingly. An adequate amount of cleaning supplies were in place.
5. **Grounds Maintenance Update:** Onsite continued to undertake litter picking within the Community Hub Grounds on a weekly basis. There had been no reports of dog fouling and this would be closely monitored.
6. **Acoustic Problems:** The Town Council had received three quotations to combat the acoustic problems in both the ground and first floor halls. These quotes would be taken to the next meeting of the Town Council on 15th October for consideration.
7. **Maintenance of the Building and Building Update:** The Clerk reported that there were some minor maintenance issues regarding the shutter in the Town Council Office, the handrail outside the main entrance and cracks in the main hall. These had all been brought to the attention of Wharton Construction.
8. **Matters of Concern:** Onsite reported that there was a new section to the signed Service Level Agreement between Onsite Building Trust and the Town Council for finance and business management which included the overall responsibility for the financial management of the business. The total cost of this service would be £333 per month. **RECOMMENDED** that this be presented to the meeting of the Town Council on 15th October for consideration.

- 9. Date of Next Meeting:** The next meeting of the Hub Maintenance Committee is to be held on Tuesday 5th November at 10.30am. The Clerk indicated that she would be on holiday for this meeting and the minutes of the meeting would be undertaken by the Town Council's Administration Assistant.

The meeting ended at 11.40am.