

INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE HUB MAINTENANCE COMMITTEE HELD AT
10.30AM ON TUESDAY 5th NOVEMBER 2019 AT
AT THE RINGS COMMUNITY HUB

PRESENT: Cllr J Kirby (Chairman) Cllr J Rutland; Cllr P Dodds. L Paley, M Landers, T Sledmore (Onsite Building Trust).

IN ATTENDANCE: J Stevely – Admin Asst. (Minute taker).

1. **Apologies for absence:** None received.

2. **Onsite Update:** Members were presented with the latest information relating to finance for the first quarter showing funds going into the bank. L Paley checked outgoings at the meeting which showed an amount of £3,626.30p. The figures showed there was a healthy increase of incoming funds from September to October. Onsite had received no complaints apart from the soundproofing. JS highlighted one query from a user relating to the microphone in the downstairs hall which needed a new battery. Clerk to contact the PA system company to ascertain how to go about this.

3. **Timetable:** L Paley advised that the timetable was now set out in 30 minute increments. The timetable shows that the upstairs hall usage is more than the downstairs. This could be due to acoustics, needs, or costs. Overall bookings are going well.

4. **Expenses/Income** Discussion took place on the finance/booking regime and M Landers recommended that it would be more efficient and clearer to understand if everything was dealt with through one bank account. This would be something to be dealt with by the Finance Committee.

5. **Update on Cleaning and Supplies:** M Landers informed the meeting that the cleaner (Jan) had said due to the increase in usage it might be helpful to increase the hours of cleaning – but not the amount. Currently cleaning takes place twice a week. It was **AGREED** not to increase hours for the present time but to monitor the situation.

6. **Grounds and Maintenance Update:** Members felt all was going well apart from some users who had a party which had resulted in remnants of balloons/mess being left in the car park.

7. **Acoustic Update:** Cllr Kirby informed the meeting that a company had been commissioned to carry out the acoustic work to resolve the problems and this should take place fairly soon. also that any other problems in the building would be looked at in June 2020.

8. **Maintenance of the Building and Building Update:** Previous problems reported including the roller shutters in the Town Council office had now been resolved and that panels across all shutters in the building should be amended to be able to gain access to the shutters should they break down. Any other problems in the building would be looked at in June 2020. Cllr Kirby also highlighted the problem of outside lighting which would be attended to.

9. **Matters of Concern:** At this point (11am) Mr Tony Sledmore, Onsite Board Member and expert in Legionnaires Disease, joined the meeting to explain the intricacies of how the disease is caught and what measures need to be in place. He highlighted that if there were more than five employees in a building then a Risk Assessment should take place. The Risk Assessment is relating mostly to the hot water system in the building. The cost would be no more than £100 which would be paid for from the maintenance budget of £5,000. It was **AGREED** that Mr Sledmore would contact the Town Clerk to arrange a time to carry out a Risk Assessment at a mutually convenient time. It was **AGREED** that any further tests for Legionaire's Disease would not need to be taken less than on a two- yearly basis due to the modern design of the building.

10. **Date of Next Meeting:** The next meeting of the Hub Maintenance Committee is to be held on Tuesday 3rd December at 10.30am.

The meeting ended at 11.40am.

