

**INGLEBY BARWICK TOWN COUNCIL**  
**MINUTES OF THE HUB MAINTENANCE COMMITTEE HELD AT**  
**10.30AM ON TUESDAY 3RD DECEMBER 2019 AT**  
**AT THE RINGS COMMUNITY HUB**

**PRESENT:** Cllr J Kirby (Chairman) Cllr J Rutland. Leanne Abdale, Ian Brown, Rob Sharp, T Sledmore (arrived 11.00am) (Onsite Building Trust).

**IN ATTENDANCE:** J McGeeney – Town Clerk.

**1. Apologies for absence:** Cllr P Dodds.

**2. Onsite Update:**

- i) Communications on Cleaners – It was requested that Onsite advise any change to the cleaning schedule and the cleaner’s holidays. This was a result of a replacement cleaner being used without the knowledge of the Town Clerk.
- ii) Christmas usage – Cllr Kirby asked the question whether the Hub would be in use for clients over the festive period and was advised that Onsite would approach users and update the diary as necessary.
- iii) Purchasing of goods and costings – It had been brought to the attention of the Chairman that Onsite had purchased goods without prior approval from the Town Council i.e. Business Cards. As the Town Council uses public money and has to account for its expenditure items to be purchased would be required to be authorised in future.
- iv) Timetable – The current timetable needed updating to reflect new users and also the use of the Ground Floor Small Office.
- v) Invoicing – The Town Council had requested that Onsite continue the invoicing facility until a final decision had been made.

**3. Acoustic Update:** Works had been undertaken and completed for the installation of acoustic panels to the walls and ceilings of both the Ground and First Floor Halls. Initial feedback from users had been very positive with a remarkable improvement noted.

**4. Maintenance of Building and Ground Maintenance Update:** An update on the maintenance of the building was provided. Following advice from Onsite the lock to the Ground Floor Hall had been removed and a Fire Escape sign had been installed. In respect of grounds maintenance tree planting had been undertaken. There were no issues regarding litter.

**5. Matters of concern to Councillors:** None.

**6. Legionella Control – Risk Assessment:** A Risk Assessment in respect of Legionella control had been undertaken and a detailed report including results of test had been submitted. It had been noted that the wash handbasin in the disabled toilet/baby changing area was fitted with a mixer tap which may be faulty as the tap could not be put in a position where it was delivering only cold water. This was to be investigated and remedial action carried out if necessary. The hot water outlets in both kitchens and the Cleaner’s Store were not fitted

with thermal mixing valves meaning that the hot water temperature was in the range of 63-64 degrees Celsius. It was suggested that 'Caution Hot Water' labels were fitted in these areas to warn users. The building was deemed extremely low risk and it was considered that there was no need to carry out monthly checks on the hot and cold water system. It was RECOMMENDED that the Risk Assessment be reviewed annually to ensure the water system had not changed.

- 7. Date of Next Meeting:** The next meeting of the Hub Maintenance Committee is to be held on Tuesday 7th January 2020 at 10.30am.

The meeting ended at 11.35am.

