

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE HUB MAINTENANCE COMMITTEE HELD AT  
10.30AM ON TUESDAY 7TH JANUARY 2020 AT  
AT THE RINGS COMMUNITY HUB**

**PRESENT:** Cllr J Kirby (Chairman), Cllr Dodds, M Landers, L Paley, Rob Sharp, (Onsite Building Trust)

**IN ATTENDANCE:** J McGeeney – Town Clerk and Cllr SA Watson ex officio.

- 1. Apologies for absence:** Cllr Rutland and Ian Brown (Onsite building Trust).
- 2. Coffee and Vending machines:** The Town Council had referred the provision of coffee machines and vending machines to The Hub Maintenance committee for consideration. In order to ascertain the viability of the machines a user survey would be required. Cllr Dodds Had produced a draft survey which would be emailed to user groups before a decision could be made. Details of the results would be presented at the next meeting. In respect of vending machines three quotes would be required and presented to Town Council.
- 3. Onsite Update:**
  - i) Cleaning – A new cleaner had started in December 2019, it was felt that the current provision of four hours per week was adequate at this time. It was suggested that the Room Hire Agreement be updated to ensure the outside of the building was clear of rubbish/debris. This was following a private party.
  - ii) Timetable – an updated timetable for both the ground floor and first floor halls was presented which included an additional baby sensory class, additional exercise classes and football sessions.
  - iii) Financial statement – The current financial statement was not presented. This was to be compiled by Onsite and forwarded to the Town Clerk.
  - iv) Invoicing -The total sum of invoices sent for December was £4,169.00. The Town Clerk was to discuss with Onsite the future of the invoicing provision.
- 4. Maintenance of the building** – Following the legionella inspection members were informed the tap in the disabled toilet had been adjusted and the report updated to reflect this. Hot water stickers had been displayed on the sinks in both the ground floor and first floor kitchens and cleaning store cupboard.
- 5. Grounds Maintenance update** – There were no issues regarding litter.
- 6. Matters of concern to councillors** - Onsite had been approached regarding the height of the ceiling in the ground floor hall to enable parties to be held with bouncy castles. The available height was 3.3m (11ft).
- 7. Date of next meeting** - The next meeting of the Hub Maintenance Committee is to be held on Tuesday 4th February 2020 at 10.30am.

The meeting ended at 11.10am