

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE HUB MAINTENANCE COMMITTEE HELD AT  
10.30AM ON TUESDAY 4TH FEBRUARY 2020 AT  
AT THE RINGS COMMUNITY HUB**

**PRESENT:** Cllr J Kirby (Chairman), Cllr J Rutland, L Paley, (Onsite Building Trust)

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

- 1. Apologies for absence:** Cllr Dodds, I Brown, M Landers and R Sharp (Onsite building Trust).
- 2. Onsite Update:**
  - i) **Cleaning:** The new cleaner had settled in well. The current provision of four hours per week was adequate and would be reviewed as and when necessary.
  - ii) **Timetable:** It was requested that a timetable incorporating the ground floor office space be provided.
  - 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 January was £4,293.00. The total amount received in room hire charges since September as £18,129.00.
- 3. Maintenance of the building:** The Chairman reported a list of works that had been undertaken by Wharton Construction. Further works had been identified as the renewal of outside lights, relocation of car park sign following planning request and guards to the solar panels. Details of changes to the main entrance door had been discussed and a price requested for a push pad entry system details of which would be presented at the next meeting.
- 4. Grounds Maintenance update:** Members were informed that Wharton Construction are responsible for landscaping until June 2020 at which time Onsite would undertake this work. Under the SLA a payment was made on a monthly basis to Onsite for grounds maintenance. The Clerk was requested to clarify what this charge was for and whether it included grass cutting. There were no issues regarding litter.
- 5. Coffee Machine Survey:** Details of the coffee machine survey had been sent to users with their January invoices. The results would be presented to the next meeting.
- 6. Vending machine quote update:** A representative from Dispense A Vend had visited the Hub with a view to providing a vending machine in the First Floor Hall. It was reported that in order for the machine to be viable for them sales of approximately £50 per week would be required. Concern was expressed on the size of space available. A further quote from G and G Vending would be sought and an update provided at the next meeting.

- 7. Matters of concern to councillors:** Users had requested details of the Hub wi-fi. The strength and speed of the wi-fi would be tested to see if boosters were required prior to users being given the password. The Clerk would advise Onsite accordingly.

Onsite asked if the Town Council would be reviewing the hire charges. It was felt that this was not necessary at such an early stage and would be re looked at next year.

- 8. Date of next meeting** - The next meeting of the Hub Maintenance Committee was to be held on Tuesday 3rd March 2020 at 10.30am.

The meeting ended at 11.15am

