

**INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE HUB MAINTENANCE COMMITTEE HELD AT
10.30AM ON TUESDAY 3rd MARCH 2020 AT
AT THE RINGS COMMUNITY HUB**

PRESENT: Cllr J Kirby (Chairman), P Dodds, J Rutland, I Brown, M Landers (Onsite Building Trust)

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

- 1. Apologies for absence:** L Paley (Onsite building Trust).
- 2. Onsite Update:**
 - i) Cleaning: No reported problems. Continue to monitor.
 - ii) Timetable: Timetables had been circulated which now include the ground floor office. As these became outdated very quickly it was proposed to provide access to the up to date calendars to the Town Clerk.
 - iii) Financial Statement: The recent Financial Statement was presented.
 - iv) Invoicing: The Clerk indicated that a meeting had been called with Onsite to discuss invoicing arrangements in order for the Town Council to undertake this function.
 - v) SLA Grounds Maintenance: Wharton Construction were responsible for grounds maintenance until June 2020. The Town Council had been paying Onsite an amount under the SLA which was to be cancelled and backdated payments repaid. Onsite were happy to provide the Town Council with a quote for grounds maintenance in the future if required.
- 3. Maintenance of the building:** The Chairman reported that the car park sign had been removed due to planning regulations. This would be reinstated once these had been resolved. Works to provide guards around the solar panels were due to commence on Thursday 5th March 2020. The renewal of outside lights and the price requested for the push pad entry system were still outstanding. Onsite were requested to contact users to request that the main door was not wedged open as this was causing damage to the motor.
- 4. Memorial Plaque – Former Town Councillor Tom Bowman:** The Town Council had previously agreed to a commemoration plaque in respect of former Town Councillor Tom Bowman and had requested that the Hub Maintenance Committee consider options. The two options were a wooden and brass plaque or an acrylic plaque similar to the one situation within the building to commemorate the opening. It was felt that the acrylic plaque was more in keeping with the modernity of the building. **RECOMMENDED** that an acrylic memorial plaque be installed.
- 5. Grounds maintenance update: This had already been covered within the Onsite update.**
- 6. Coffee machine survey:** A coffee machine survey had been circulated to users by Onsite. Any responses would be presented at the next meeting.

- 7. Vending machine quotes:** The Town Council had received details of the service by two companies. Whilst there would be no cost to the Town Council one of the companies required a £50 income per week from the machine. Further information would be presented to the next meeting once discussions had taken place with the other company.

- 8. Solar panel guards:** The Town Council had agreed to install solar panel guards to prevent the nesting of pigeons. Wharton Construction had been instructed to undertake the work which would commence on Thursday 5th March 2020. Scaffolding would be erected and a full risk assessment and method statement for the installation would be provided to the Town Council.

- 9. Matters of Concern:** None.

- 10. Date of next meeting -** The next meeting of the Hub Maintenance Committee was to be held on Tuesday 7th April 2020 at 10.30am.

The meeting ended at 11.45am