

## **HALL MANAGEMENT COMMITTEE (HMC)**

The Memorial Hall, Highworth Road,

Shrivenham, SN6 8BL

Telephone: 01793 782 925

[www.shrivenham.org](http://www.shrivenham.org)

### **Minutes of the Hall Management Committee meeting held on Tuesday 24<sup>th</sup> March at 14:00 In the Parish Office at the Memorial Hall**

**In attendance:** Cllr. Julia Jones (JJ) (Chair)  
Cllr. Bob Sheldon (RS)  
Cllr. Elaine Ware (EW)  
Cllr. Claire Winfield (CW)  
Staff Members:  
Secretary: Liza Whitney (LW)  
Finance Officer: Lyn Frape (LF)

#### **26/12 Apologies for absence**

Cllr. Bjorn Watson  
Cllr. Nathan Woodhouse  
Cllr. Lucy Brown

#### **26/13 Declaration of Interest**

None.

#### **26/14 Minutes of HMC**

Minutes of the meeting held on the 24<sup>th</sup> January 2026 were PROPOSED: Cllr. Sheldon, SECONDED: Cllr. Ware and APPROVED (all in favour).

#### **26/15 Matters arising: none**

##### **a) Kitchen refurbishment**

#### **26/16 Chairman's announcements**

- i. Chair announced appointment of new Hall and Administration officer – Mia Paterson-Hammond.
- ii. Chair noted the Rota and wished to thank both Cllr. Woodhouse and Richard Palacio for their help.
- iii. Chair reported that interviews for a new Hall caretaker will take place within a fortnight.

#### **26/17 Financial Matters**

##### **a) Bookings report:**

**Bookings to date**

Memorial Hall: £63,560

Pavilion: £22,211

Total **£85,771**

**Remaining year**

Memorial Hall: £2,374.83

Pavilion: £307.50

Total - **£2682.33**

**Total**

Memorial Hall: £65,934.83

Pavilion: £22,518.33

**TOTAL COMBINED: £88,453 – (budget £59,000)**

**26/18 Hall Management Report**

- a) Cllr Jones Proposed a rent review of all current agreements. Cllr. Jones PROPOSED, Cllr. Ware SECONDED and APPROVED (all in favour)
- b) **Deep Clean**

Cllr. Jones reported the Main Hall has been deep cleaned and the ceiling had all cobwebs removed.
- c) **Doorstops**

Doorstops for the outside Loggia doors need to be purchased. Cllr. Jones asked Admin Officer Mia to get quotes for this. Also to investigate double glazers for the door stops.
- d) **Replacement tiles**

Cllr. Jones reported replacement tiles for the large kitchen had been replaced and fitted by Cllr. Pearson.
- e) **Village Hall week**

Cllr. Jones reported Shrivenham could not take part in Village Hall week due to lack of staffing from Village Hall week organisers.
- f) **Kitchen Refurbishment**
  - i. Cllr. Jones reported the council are looking into 3 different quotes for the kitchen.
  - ii. Cllr. Ware reported the need to ask commercial hospitality services to come in and report what they expect to find in a commercial kitchen.
  - iii. Cllr. Winfield reported a lack in consultation about the kitchen.
  - iv. Cllr. Ware reported that the cooker hood should be professionally cleaned at least once a year.
  - v. Kitchen specification to be re-looked at and potentially amended with new information.
  - vi. Cllr. Ware reported a new time scale is needed for the Kitchen refurbishment.

- vii. Cllr. Sheldon reported an issue with electrical sockets in the kitchen. They have been turned off temporarily as they flip the circuit breakers in the Vic Day Hall.

## **26/19 Recreation Ground**

### **a) Playground**

- i. Cllr. Winfield reported numerous contractors have gotten in contact. However, the work remains expensive. Cllr. Winfield PROPOSED a new grant application to the National Lottery fund. For the re-installation of new play park equipment.
- ii. Cllr. Winfield reported that there may be ways to get the community involved to see if there are alternative ways to raise money.
- iii. Cllr. Winfield reported they will attend a meeting with Highworth Town Council to discuss their new playpark, and how they got funding.
- iv. Cllr. Winfield reported that the Trust should start putting money aside each month to save for future playpark adjustments.
- v. Cllr. Jones reported that funds are put aside in the budget for playground repairs.
- vi. Secretary to investigate prices of new slide, as Cllr. Ware reported slide repairs to be quoted at £390.00 plus labour.
- vii. Cllr. Sheldon reported quotes for slide panels at £465.00 plus labour.
- viii. Cllr. Sheldon reported the costs of the cross ropes trail to be replaced quotes at £350.00 plus labour.

### **b) Pavilion**

Cllr. Jones reported a broken paving slab at entrance to the Pavilion.

### **c) Wedding service**

First wedding ceremony is on the 25<sup>th</sup> April 2026. Cllr. Jones called the Oxfordshire County Council. Mia (Admin officer) and Cllr. Brown were added to the Wedding service license.

## **26/20 Any other Business**

- i. Cllr. Winfield PROPOSED at the next HMC for the Trust to consider how to shape a working group whose job is to go and come back with some commercial focused opportunities. Example – using the flat as the parish office and using the current office as a hireable space.
- ii. Cllr. Jones reported that with locking up the hall and a lot of out-of-hour work that we need a caretaker to live in the flat.

## **26/21 Date of next meeting**

Tuesday 2026 TBC

Meeting closed: 15:15