

HALL MANAGEMENT COMMITTEE (HMC)

The Memorial Hall, Highworth Road,

Shrivenham, SN6 8BL

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www.shrivenham.org

Minutes of the Hall Management Committee meeting held on Tuesday 24th January at 14:00 In the Chestnut room at the Memorial Hall

In attendance: Tr. Bjorn Watson (BW) (Chair)
Tr. Julia Jones (JJ)
Tr. Bob Sheldon (RS)
Tr. Elaine Ware (EW)
Tr. Nathan Woodhouse (NW)
Tr. Lucy Brown (LB)

Staff Members:

Secretary & Clerk: Liza Whitney (LW)

Administration & Hall Officer: Mia Paterson-Hammond (MP-H)

26/01 Apologies for absence

Tr. Claire Winfield (CW)

26/02 Declaration of Interest

None.

26/03 Minutes of HMC

Minutes of the HMC held 26th November 2025. Minutes of the meeting held on the 26th November 2025 were PROPOSED: Tr. Jones, SECONDED: Tr. Sheldon and APPROVED (all in favour). Minutes were signed.

26/04 Matters arising

a) Kitchen refurbishment

- i. Tr. Watson reported he had applied for the S106 grant and supplied 2 x quotes for the kitchen refurbishment work. One quote from PJE contractors and the second quote from Oakridge contractors.
- ii. Tr. Watson reported that the PJE quote is around £1000 more than the quote from Oakridge, however, wishes to use PJE, due to them having worked for the Hall before and knew its layout, and we are familiar and happy with their work.

- iii. Tr. Sheldon reported that this approach could be questioning. This means that this may be seen as favoritism and open us up to scrutiny for not using the little money that we do have appropriately. Questions like “why use the more expensive contractor, when there is a cheaper alternative available”.
- iv. Tr. Ware concluded she had not seen these quotes and reminded Tr. Watson that this is now a committee, therefore decisions on applying for grants and getting quotes should be discussed as a committee. Tr. Watson and the entire committee agreed.
- v. Tr. Watson reported that the quotes received from PJE and Oakridge are only for repair and structure work and will not include any new equipment for the kitchen.
- vi. Tr. Watson reported he wishes to use already existing funds to pay for the kitchen refurbishment, hoping to commence March 2026.
- vii. Tr. Jones submitted a discussion had with Julia Perin regarding using existing funds to pay for the kitchen and then to use the SO16 grant to replace the funds used. The outcome of this discussion was that Julia Perin disclosed she could not guarantee that the SO16 fund would be granted to replenish the funds already spent on the kitchen. Which may result in a financial loss.
- viii. Tr. Lucy Brown asked how much money had been applied for. Tr. Watson reported the application was for £20,000.
- ix. Tr. Brown suggested that new appliances could be purchased now, if we do have current funds available, and that full refurbishment could wait until we receive the SO16 funds – if accepted.
- x. Tr. Watson reported that this can be considered, but further discussion and quotes for which new equipment were needed.
- xi. Tr. Jones reported that the Hall already has current bookings including numerous wedding bookings that will need to use the kitchen starting from April all the way until September. This includes most weekends. If the refurbishment is not finished by April, we may lose a lot of money and reputation by cancelling said bookings. Tr. Ware agreed this approach to use current funds was risky.
- xii. Tr. Ware PROPOSED to defer application for s106 and aim for work to be done in autumn, Tr. Jones SECONDED – APPROVED – (all in favour).

26/05 Chairman’s announcements

- i. Chair reminds that this is a management meeting for the hall and is governed by the charity commission and not governed by local government requirements.

- ii. Chair notes that this disruption may still carry on for the next coming months and is hoping that Trustees can be relied upon to help where they can.

26/06 Financial Matters

- a) **Finance report for January 2026.** Finance report for January 2026 to be approved at next VBT meeting on Tuesday 24th February 2026.
- b) **Payments for January 2026.** Payments for January 2026 had been circulated. No issues were raised. Payments were signed
- c) **Bookings report:**
 - Bookings to date**
Memorial Hall: £56,112
Pavilion: £20,236
Total **£76,348**
 - Remaining year**
Memorial Hall: £7,382
Pavilion: £2,278
Total - **£9,660**
 - Total**
Memorial Hall: £63,494
Pavilion: £22,514
TOTAL COMBINED: £86,008 – Budget £59,000

26/07 Hall Management Report

- a) **Speaker – Tr. Jones** The sound cut out emitter has been blown – potentially by hirers. This will need to be repaired at some point to stop the complaints during the summer from the houses opposite the Memorial Hall.
- b) **The stove** – repairs by Edward Bays – the fan was found to be spinning the wrong way – the wires had been tampered with, Mia to buy fire lighters for the stove.
- c) **From The Charity Commission** - Tr. Jones requested original trust documents on behalf of the trustees. The development of the hall is raising issues. Awaiting relevant text via email or online access. It may take 16 weeks. Tr. Watson reminds that this was the result of Tr. Page’s proposal to use the Claridge room as a gaming hub.
- d) **Wedding ceremonies** – First wedding ceremony is the weekend of 25th April 2026.
- e) **Welcome packs** - Tr. Jones reports Mia (Admin Officer) has been busy putting together a revised welcome pack for the hires. This consists of both the Pavilion and the Memorial Hall. Entry codes, furniture layouts, packing away and shut down procedures.

f) Light box on stage

The locked box for the stage lights has been broken into. The lock has been taken off and now can't be located.

g) Storage

More storage has been made available in the Chestnut room under the windows. The folding wooden chairs are now stored in the Chestnut room store cupboard. Mia (Admin Officer) with Cllr. Sheldon have made some improvements for the storage of separate piles of chairs and tables in each room. Signage provided in each room. Richard Palacio from SADS (Shrivenham amateur dramatics society) has agreed to revise the storage under the stage and take out SADS ladder to make more room.

h) Clean – Tr. Jones advised the Hall needs a deep clean.

26/08 Recreation Ground

a) Playground

Tr. Winfield has had discussions with three suppliers who are providing quotes. We are currently awaiting quotes for the RoSPA repair work.

b) Pavilion

Glass doors are getting left open by hirers. Cllr. Sheldon has confirmed the doors are functioning. The Home changing room outside door was left open, again Tr. Sheldon has reviewed and the doors are functioning. The Pavilion has been broken into twice since Christmas – no damage – the disabled toilet was used. Water left on the floor. Reported to Thames Valley Police.

26/10 Any other Business

- a) Tr. Brown highlighted that our first wedding ceremony is coming up soon, suggested we create a welcome hamper for the first married couple. Tr. Brown PROPOSED this, Tr. Ware SECONDED, APPROVED (all in favour). Tr. Watson PROPOSED Tr. Woodhouse SECONDED – APPROVED all in favour. £100 has been agreed for the hamper.

26/11 Date of next meeting

Tuesday 24th February 2026

Meeting closed: 14:48