Viscountess Barrington Trust

Minutes of the Hall Management Committee Meeting (10/26).

Meeting Details.

Date	: Friday 16th October 2026.
Time	: 10:00 am.
Venue	: Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL.
In attendance	: Cllr. Jones, Cllr Sheldon, Cllr Winfield,
Acting Secretary	: M Paterson-Hammond
VBT Staff	: M Collins
Members of the public	: 2

Note – This session was live streamed to Facebook via Cllr. Winfield's private Facebook page. The meeting was recorded and not re-uploaded.

Minutes (10/26)

1. **Apologies for Absence.**
   Apologies were received from Cllr Brown, Cllr. Ware and Cllr Woodhouse.

2. **Declarations of interest and Dispensations.**
   None.

3. **Public Participation.**
   1 member of the public offered assistance to the Trust regarding publication of meeting minutes and agendas.

4. **Chairpersons report.**
   Noted privacy screens to be purchased for the Pavilion. The heating through the hall has been serviced. Hirers are to be reminded that storage of furniture is to be in the Loggia with the exception of tables and 15 chairs remaining in the Claridge room. The Red Teen Shelter has been dismantled and partly disposed of through a Charity. A special thanks to Cllr Woodhouse for his help and support during this project.

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5. **Secretary's report.**
   Noted improvements to the booking processes were being trialled to promote the Hall and develop income.

6. **Caretakers report.**
   Noted improvement on the anti-social behaviour resonating on the Recreational ground. Weekly walk-rounds to ensure damage occurring over the weekend is [properly reported and acted upon. ROSPA training has been booked for December. CCTV is now fully functional around the outside of the Hall, Pavilion and carpark. Cllr Winfield expressed her thanks to the Caretaker.

7. **Review of Hall Facilities.**
   It was agreed regular reviews on all hall facilities would be largely effective to ensure things like boiler servicing and CCTV re-calibration are carried out efficiently and on time.

8. **Booking report including Utilisation report.**
   It was noted and agreed that a new from of bookings report would be in effect from December 2026 to include the percentage the Hall's facilities were booked to aid in the development of maximising usage.

9. **Hirer charges.**
   Hirers charges would be discussed in budget preparation for 2027/28 draft budget.

10. **Budgets.**
    10.1. To consider increasing the VBT's training budget
    10.2. To consider separating the caretaker's budget from the cleaning budget
    10.3. To consider increasing the cleaning budget
    10.4. To consider the implementation of a "Secretary's budget" to include office equipment, event/wedding essentials
    10.5. To consider increasing the Advertisement budget for further income support

    All items were considered and agreed upon. To be implemented into the draft 2027/2028 Budget.

11. **Kitchen update.**
    Noted 2 viable quotes for the kitchen project had been received. A Facebook post asking for companies to quote for the project has been successful and many more quotes are expected in the next month.

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12. Website.

To consider adding a dedicated section of the new SPC website, to incorporate all Trust Agenda's, Minutes, finance documents, upcoming events/news). This was agreed in principle, action to request item for the next Parish Council agenda.

13. Playground.

To consider actions for re-development of playground provisions.
Cllr Howell will raise the matter with the VBT in December. Members agreed to explore options for a play area refresh, including improved seating, an outdoor gym, and facilities for all age groups. Funding opportunities will be investigated, along with potential use of the land adjacent to the MUGA. Lessons from similar facilities in Watchfield will be considered. Thanks were recorded to Cllr Winfield for her previous work on the project. The committee agreed this should now be treated as a priority project.

14. Items for future consideration.

14.1. Regular scheduled Committee meetings
14.2. The Memorial Hall having their own Facebook page
14.3. Strategy and business development plans

15. Meeting ended 10:29 am

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Mia Paterson-Hammond Secretary and Treasurer Date 4th November 2026

Signed Chair -