

Hall Management Committee Meeting
Friday, 16th October 2026 at 10:00 in the Claridge room,
Shrivenham Memorial Hall SN6 8BL

Dear Members of the Viscountess Barrington's Trust Hall Management Committee.

You are hereby summoned to attend a Hall Management Committee Meeting, to be held on **Friday the 16th October 2026**, at **10:00 am**, in the Claridge room of the Memorial Hall, Shrivenham, SN6 8BL.

Prepared by:

Mia Paterson-Hammond

ON behalf of

The Viscountess Barrington's Trust

1. Apologies for Absence
2. Declarations of Interest
3. Public Speaking and Question Time

This period is designated for public speaking in accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business for up to 3 minutes. Questions will be restricted to a maximum of 3 per person, per meeting.

4. Chairman's report
5. Secretary's report (Mia on Behalf of the VBT)
6. Caretaker's report
7. Review of Hall facilities
8. Bookings report: including the utilisation report
9. Hirers charges
10. Budgets:
 - a) To consider increasing VBT training budget
 - b) To consider separating the Caretaker's budget from the cleaning budget
 - c) To consider increasing the cleaning budget
 - d) To consider the implementation of a "Secretary's" budget (to include office equipment, event/wedding necessities)
 - e) To increase the Advertisement budget for further income support
11. Kitchen update:
 - a) Quotes received
 - b) Visits to Hall
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)
13. Playground: To consider actions for re-development of playground provisions
14. Items to be considered for the next HMC
15. Date of next HMC TBC