Viscountess Barrington's Memorial Hall and Recreational Ground Charitable Trust (Reg No 300202)

Minutes of the Meeting of the Viscountess Barrington's Trust.

Date		4th November 2026
Time		7.00pm
Venue		Vic Day Hall, Memorial Hall, Highworth Road, Shrivenham, SN6 8BL
In attendance	:	Cllr Jones, Cllr Ware, Cllr Sheldon, Cllr Brown, Cllr Bartle, Cllr Howell, Cllr Pearson, Cllr Woodhouse,
Clerk/RFO	:	D Hatton
Staff	:	M Paterson-Hammond
Members of the public	:	5

Minutes (VBT11/26).

1. **Apologies for absence**.
   Apologies were received and accepted by Cllr Winfield, Cllr Watson, Cllr Page.

2. **Declarations of interest**.
   All members were noted as members of Shrivenham Parish Council. No other interests were declared.

3. **Public Participation** (relating to items on this agenda).
   3.1. Thanks were received for increasing public availability of information via the website and social media.
   3.2. Comments were received regarding maintenance of the carpark.

4. **Minutes of the previous meeting**.
   4.1. To consider and approve the minutes of the Viscountess Barrington's Trust Meeting held on Monday 7th October 2026 and authorise the Chair to sign them as a true record. Proposed. Seconded. Approved. **RESOLVED**. Chair signed minutes. Clerk to publish.

5. **Governance**.
   5.1. To consider adoption of Standing Orders specific to the Viscountess Barrington's Trust.
   Proposed. Seconded. Approved. **RESOLVED**. Clerk to prepare draft Standing Orders for consideration at the next meeting.
   5.2. To consider adoption of Financial Regulations specific to the Viscountess Barrington's Trust.
   Proposed. Seconded. Approved. **RESOLVED**. Clerk to prepare draft Financial Regulations for consideration at the next meeting.

Viscountess Barrington's Trust - Draft

Signed ..... Date .....

5.3. To consider the creation of a Staffing Committee and adoption of Terms of Reference.
Proposed. Seconded. Approved. **RESOLVED**. Clerk to prepare draft Staffing Committee Terms of Reference for consideration at the next meeting.

6. Financial Matters.

6.1. To consider registration for VAT replacing the current 'Option to Tax' arrangement through Shrivenham Parish Council.
Proposal to register the Viscountess Barrington's Trust as a separate entity with HMRC for VAT. Proposed. Seconded. Approved. **RESOLVED**. Clerk to obtain a Government Gateway ID for the Viscountess Barrington's Trust and complete VAT registration documents.

6.2. To consider registration with HMRC as an employer and to TUPE the following staff from Shrivenham Parish Council – Secretary/Treasurer, Caretaker, Cleaner. Cost to be split 50/50 with Shrivenham Parish Council.
Proposal to register the Viscountess Barrington's Trust as an employer with HMRC. To TUPE Secretary/Treasurer, Caretaker and Cleaner from Shrivenham Parish Council. Professional fees relating to the transfer split 50/50 with Shrivenham Parish Council. Proposed. Seconded. Approved. **RESOLVED**. Clerk to register Viscountess Barrington's Trust as an employer and engage HR contractor for initial assessment.

6.3. To consider adoption of the Scribe Accounting system.

6.3.1. Accounts - Initial Fee £299.00 + VAT. Monthly £37.00 + VAT.
Proposed. Seconded. Approved. **RESOLVED**. Clerk to arrange.

6.3.2. Bookings – Initial Fee £189.00 + VAT. Monthly £21.00 + VAT.
Proposed. Seconded. Approved. **RESOLVED**. Clerk to arrange.

6.3.3. To consider contracting entry of current VBT financial years data to Scribe. Maximum cost £400.00.
Proposed. Seconded. Approved. **RESOLVED**. Clerk to arrange.

6.4. To receive the initial 2027-2028 Budget proposal.
It was requested that all suggestions/comment from members be received by the Clerk no later than 24th November 2026 for presentation of the 2027/8 budget at the next meeting.

7. Staffing Matters.

7.1. To consider the appointment of the Secretary/Treasurer to the Viscountess Barrington's Trust.
Proposal to appoint M Paterson-Hammond as Secretary/Treasurer to the Viscountess Barrington's Trust. Proposed. Seconded. Approved. **RESOLVED**. Revised Contract and Terms of employment to be completed prior to TUPE process.

It was noted that the Line Manager of all staff would remain the Clerk of Shrivenham Parish Council. Daily operational matters to be managed by the Chair of the Trust.

Viscountess Barrington's Trust - Draft

Signed ..... Date .....

8. **Date of next meeting**.
   Wednesday 2nd December 2026. To be held in the Vic Day Room, Memorial Hall, Shrivenham.

Meeting closed at 7.27pm

Viscountess Barrington's Trust - Draft

Signed ..... Date .....