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

Notice of a Meeting of the Viscountess Barrington's Trust. Councillors are summoned to attend the following meeting (VBT 11/26).

Date 4th November 2026
Time 7.00pm
Venue Vic Day Hall, Memorial Hall, Highworth Road, Shrivenham, SN6 8BL

AGENDA (VBT 11/26)

1. **Apologies for absence**.

2. **Declarations of interest**.

3. **Public Participation** (relating to items on this agenda).

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.

5. **Governance**.
   5.1. To consider adoption of Standing Orders specific to the Viscountess Barrington's Trust.
   5.2. To consider adoption of Financial Regulations specific to the Viscountess Barrington's Trust.
   5.3. To consider the creation of a Staffing Committee and adoption of Terms of Reference.

6. **Financial Matters**.
   6.1. To consider registration for VAT replacing the current 'Option to Tax' arrangement through Shrivenham Parish Council.
   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.
   6.3. To consider adoption of the Scribe Accounting system.
      6.3.1. Accounts - Initial Fee £299.00 + VAT. Monthly £37.00 + VAT.
      6.3.2. Bookings – Initial Fee £189.00 + VAT. Monthly £21.00 + VAT.
      6.3.3. To consider contracting entry of current VBT financial years data to Scribe. Maximum cost £400.00
   6.4. To receive the initial 2027-2028 Budget proposal.

7. **Staffing Matters**.
   7.1. To consider the appointment of the Secretary/Treasurer to the Viscountess Barrington's Trust.

Signed *D Hatton* (Secretary) Date 23rd October 2026

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

Signed *D Hatton* (Secretary) Date 23rd October 2026