



Sherburn Visiting Scheme

Agenda

Wednesday 4th September 2024
Lady Popplewell Centre
09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (August '24)
3. Expressions of Conflict of Interest. Based on last month's minutes and this month's agenda are there any conflicts of interest to declare?
4. Chairperson's report
 - 4.1. Recruitment Policy to be progressed – Discuss
 - 4.2. Date and venue of the AGM (October) to be agreed and communications sent out – Discuss
 - 4.3. Trustee's Annual Report - Discuss
5. Secretary's report
 - 5.1. Charity Commission SVS entry update – For Information only.
6. Treasurer's Report (Financial Information Update)
 - 6.1. Treasurer's Report (Bank Accounts) – For Information only.
 - 6.2. Reserves Policy – Amount to be held, conditions of expenditure, and how often to be reviewed- Discuss
 - 6.3. SVS costs are becoming a challenge and need to be urgently reviewed. Discuss.
 - 6.4. Some members sign up for services/activities – should we take non-refundable deposits - Discuss
7. Operations Update
 - 7.1. Provide Operations update – For Information Only.
 - 7.2. GDPR Information Commissioner's Office (ICO) – Should SVS sign up to the ICO. Cost is £40 or £35 if paid by Direct Debit - Discuss
 - 7.3. Privacy Policies for review – Discuss
 - 7.4. North Yorkshire Sport and SVS. Possible new service - Discuss
8. Funding / Fund raising
 - 8.1. Health Inequalities Funding Opportunity - Discuss
9. Policy/Risk Assessment Update(s)

- 9.1. Risk Assessments for review this month are Befriending, Escorting Members on medical appt's in private cars and Extreme Weather. These documents need to be formally reviewed and agreed – Discuss.
10. Health and Safety
 - 10.1. H&S Site Visit (Friendship Group) – 7 issues raised that need attention – Discuss.
 - 10.2. H&S Site Visit (MoWs) – 7 issues raised that need attention – Discuss.
11. Risk Reporting
 - 11.1. Risk log needs to be populated with risks to the reputation and operation of SVS and managed monthly
12. Transport
 - 12.1. Minibus update – Restraining strap solution agreed with GM Coachworks at an additional cost of £276.00 inc VAT . Electrics have started and actual build to start in 10 days, now awaiting a completion date - Discuss .
 - 12.2. Devolution Deal Net Zero – For Information only.
 - 12.3. Vito – what do we do with it? - Discuss
13. HR – Paid and Volunteer roles
 - 13.1. Operation Manager Update – Discuss
 - 13.2. Potential engagement with HR partner through Supply Me - Discuss
14. Communication
 - 14.1. Citizen's Advice presentation to interested parties - Discuss
15. Strategic Plan/Business Plan
 - 15.1. Strategic Business Plan to be progressed – Discuss.

Date of next meeting: Wednesday 2nd October 2024