



Sherburn Visiting Scheme

Minutes

Wednesday 2nd October 2024

Lady Popplewell Centre

09:30 – 11:30

Present: Mr Andrew Wharton (AW); Mrs Carolyn Wharton (CW); Mrs Christine Pearman (CP); Mrs Margret Smith (MS); Mrs Carol Blakey (CB); Ms Yvonne Ward (YW); Ms Barbara Dickinson; Mrs Freda Mercer; Mr Bruce Holliday; Mrs Kath Holliday;

Guests; Mr Warren Davies (Community Development Officer NYC)

1. Apologies

Mrs Ann Hudson (AH); Dr Jonathan Bynoe (JB); Mr Tom Jenkinson (NYC); Mr Matthew Rennison (H&S Consultant);

Proxy for AH & JB passed to the Board for voting purposes.

2. Minutes of last meeting August 2024. Proposed CP; Seconded CW.

3. Conflicts of interest

- 3.1. Based on last month's minutes and this month's agenda there were no conflicts of interest to declare.

4. Chairperson's Report

Outstanding Actions

August 2024 (Actions)

- 10.2 H&S Site Visit (Friendship Group) – 7 issues raised that need attention. Action AH
10.3 H&S Site Visit (Meals on Wheels) – 7 issues raised that need attention. Action CB
14.1 Annual Newsletter costs to be sought. See item 14.1 of Oct '24 agenda. Action Closed
14.2 Citizen's Advice presentation. AH to report to the next meeting. Action Closed

September 2024 (Actions)

- 4.2 Methodist Church for AGM. Arranged for 24th Oct from 14:00. Action Closed
12.3 Vito Breakdown Cover to be investigated. Action AH

- 4.1 Recruitment Policy. Amendments made and to be adopted by reference of these minutes. This policy will be added to the policies register for annual review.

Proposed AW; Seconded CW

- 4.2 It was agreed that SVS would continue the membership of We Are Sherburn at an annual cost of £ 100 and that the trustees would try to make sure that the monthly meetings would be attended. Proposed AW; Seconded MS

5. Secretary's Report

- 5.1 The AGM will be held on the 24th October from 2.00 p.m. at Sherburn Methodist Church and an agenda had been written. The annual report was agreed and signed off in September 2024 and the accounts are on this agenda for the Board agreement.

6. Treasurer's Report

- 6.1 There was over £450.00 earned in interest on the bank accounts in September.
6.2 The Reserves Policy document is to be progressed.
6.3 Draft accounts were agreed and signed off by the Board. Proposed AW; Seconded MS

7. Operations Update

- 7.1 There was no update.
7.2 The sign up to the Information Commissioners Office (ICO) is complete. A Direct Debit has been set up at a cost of £35 per year.
7.3 Amendments were made to the GDPR and Website Privacy Policies as a result of SVS joining the ICO as discussed in last month's meeting. These policies will be added to the policies register for annual review. Proposed MS; Seconded CP
7.4/7.6 Operations review especially car journeys. Some journeys are for several different purposes and should be captured as such e.g. medical journey, assisted shopping and a barber shop visit. Medical Journeys (Ops) review – example is taking one man to SIE for a doctor's appointment, shopping and barbershop visit. This should be 3 journeys. It was agreed that a sub-committee would be set up. Action AW
7.5 SVS has received a refund from Onecom amounting to £270.85. We are now on what we should be on which is £12.50 per month plus VAT.
7.7 Jack Hopper (JH) from NYC contacted Sue in the office on Friday 20th Sep advising that the SVS should be registered as a food business in its own right. We were under the Eversley Centre and the Methodist Church. This has now been done. JH to attend MealsonWheels on Tuesday 8th October.
7.8 Christmas lunch at the Arnage. Cost is £35.00 for 3 courses and £31.00 for two courses.
7.9 North Yorkshire Sport and SVS. AW has several questions regarding the agreement including: Ensuring project protocols issued by NYS are fully followed but no site of what they are. What is the NYS approach to GDPR? Plus more.

8. Funding/Fund Raising

- 8.1 Loss of Winter Allowance amounting to £300. This item was related to possible initiatives by Sherburn Town Council. This item was not discussed.
8.2 The fish bank will be donating the receipts from their paper bag sales to SVS. A thank you letter will be sent.

9. Policy/Risk Assessment Update (s)

- 9.1 Risk Assessments on Food & Catering, and Friendship Groups were formally reviewed and agreed. Proposed AW Seconded MS

An amendment was suggested to the Risk Assessment on the Meals on Wheels and this will be done and brought back for formal review and agreement. Action AW

10. Health and Safety

- 10.1 H&S Site Visit Report (Friendship Group) – 7 issues raised that need attention. As reported last month the issues outstanding relate to the venue.
- 10.2 H&S Site Visit Report (Meals on Wheels) – 7 issues raised that need attention. As reported last month the issues outstanding relate to the venue.

11. Risk Reporting

- 11.1 The Risk Log needs to be populated with risks to the reputation and operation of SVS and managed monthly. It was agreed that this would be looked at as part of the Operations Review Sub Committee.

12. Transport

- 12.1 New minibus update. Pictures sent and it is currently being built. Also looking at the option of swapping the double front seat for a single seat. Possible completion date at the end of October. The registration will be WF74 YLS.
- 12.2 Devolution Deal Net Zero – Awaiting an update from NYC. A vehicle has been sourced and AW hoping to go and have a look on Monday 7th October.

13. HR Paid and Volunteer Roles

- 13.1 There was no update.

14. Communication

- 14.1 Annual Newsletter – Sue has agreed to print off the newsletter in the office but the trustees agreed that it would be more professional if done by Creative Shed but have not yet been told the costs involved.

15. Strategic Plan/Business Plan

- 15.1 Strategic Business Plan to be progressed.

The meetings are held at the Lady Popplewell Centre commencing at 09:30. Any change to the date or time should be communicated at least two weeks in advance.

Date of next meeting: Wednesday 6th November 2024