



Sherburn Visiting Scheme

Agenda

Wednesday 2nd October 2024
Lady Popplewell Centre
09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (September '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 adopted following amendments requested– Discuss.
 - 4.2. We Are Sherburn (WAS) Membership is up for renewal at a cost of £100.00 - Discuss
5. Secretary's report
 - 5.1. Notice of AGM and Agenda 24th October at the Methodist Church from 14.00 - Discuss.
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. Draft Accounts - Discuss
7. Operations Update
 - 7.1. Provide Operations update – For Information Only
 - 7.2. DD set up for Information Commissioner's Office at £35 annually – For Information Only
 - 7.3. GDPR and Website Privacy Policies to be adopted following amendments - Discuss
 - 7.4. Operations review especially car journeys - Discuss.
 - 7.5. Onecom refund amounting to £ 270.85 – For information only.
 - 7.6. There is a requirement for an Operations Review. – Discuss
 - 7.7. There is a requirement for an SVS to complete a Food Business Registration with NYC. This has been done. For Information only.
 - 7.8. Christmas Lunch at the Arnage – For Information only.
 - 7.9. North Yorkshire Sport and SVS - Discuss
8. Funding / Fund raising
 - 8.1. Loss of Winter Fuel Allowance – Discuss
 - 8.2. The Fish Bank donation – For Information only.

9. Policy/Risk Assessment Update(s)
 - 9.1. Risk Assessments for review this month are Food & Catering, Friendship Groups and Meals on Wheels. These 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 (Meals on Wheels) – 7 issues raised that need attention – Discuss

11. Risk Reporting (See risk log attached)
 - 11.1. Risk log needs to be populated with risks to the reputation and operation of SVS and managed monthly – Discuss.

12. Transport
 - 12.1. Minibus update – For information only.
 - 12.2. Devolution Deal Net Zero EV update – Discuss

13. HR – Paid and Volunteer roles
 - 13.1. Operation Manager Update - Discuss

14. Communication
 - 14.1. Annual Newsletter Costs - Discuss

15. Strategic Plan/Business Plan
 - 15.1. Strategic/Business plan to be progressed– Discuss.

Date of next meeting: Wednesday 6th November 2024