



Sherburn Visiting Scheme

Minutes

Wednesday 4th September 2024

Lady Popplewell Centre

09:30 – 11:30

Present: Mrs Carolyn Wharton (CW); Dr Jonathan Bynoe (JB); Mrs Ann Hudson (AH); Mrs Christine Pearman (CP); Mrs Margret Smith (MS); Mrs Carol Blakey (CB); Ms Yvonne Ward (YW); Ms Collette Ward (CWa); Ms Barbara Dickinson; Mrs Freda Mercer; Mr Gary Mercer; Archie Mercer.

Guests; Mr Tom Jenkinson (Stronger Communities Delivery Manager NYC);

1. Apologies

Mr Andrew Wharton (AW); Mr Bruce Holliday; Mrs Kath Holliday; Cllr Ken Taylor (Sherburn Town Council); Mr Warren Davies (NYC); Mr Matthew Rennison (H&S Consultant);

Proxy for AW passed to the Board for voting purposes.

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

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

July 2024 (Actions)

14.2 Aldi had been approached to determine if SVS can canvass for volunteers on their premises and the answer would appear to be no. This action is therefore closed.

August 2024 (Actions)

10.2 H&S Site Visit Report (Friendship Group) – 7 issues raised that need attention.

Action AH

10.3 H&S Site Visit Report (MealsonWheels) – 7 issues raised that need attention.

Action CB

14.1 Annual Newsletter costs to be sought.

Action ST

14.2 Citizen's Advice presentation. AH to report to the next meeting. See 14.1 of September Agenda.

Action AH

4.1 Recruitment Policy changes have been made. AH suggested two further amendments to the policies. Firstly, that Trustees must be aged 18 or over at the date of this appointment

rather than 16 and secondly that the documents should be referred to as Charity Commission documents rather than just CC in the text for clarification.

- 4.2 AH to liaise with the Methodist Church to arrange a date for the AGM possibly during half term
Action AH
- 4.3 Trustees' Annual Report - Proposed CW Seconded JB.

5. Secretary's Report

- 5.1 The Trustees Annual Report and the accounts will be appended to the Charity Commission SVS entry.

6. Treasurer's Report

- 6.1 Bank Account Update. The Accounts have been approved Over £460.00 in interest in August. Interest rates have been reduced. Monies for the EV have been deposited in the SVS account (9th Aug) and moved to the Instant Access Savings account (13th Aug).
- 6.2 Reserves Policy document to be progressed. It was decided that there needs to be a separate meeting to discuss this policy before the next Trustees meeting. Action AH
- 6.3 SVS costs need review and this is an ongoing concern. The Trustees thanked AW and AH for looking at the costs and stated that there was a need to set up a separate meeting or sub-committee to look at costs in more detail and also funding. Action AH
- 6.4 The matter was raised of members who sign-up for activities but do not attend. It was decided that all members need to pay the full amount to secure their place as taking a non-refundable deposit would be too much of an administrative burden for the staff.

7. Operations Update

- 7.1 There was no update
- 7.2 The Trustees agreed to the proposal to sign up to the Information Commissioner's Office (ICO) at a cost of £40 or £35 by Direct Debit. Proposed CW Seconded JB
- 7.3 The Privacy Policies were approved with the wording that the SVS would be registered with the ICO. Proposed JB Seconded CW
- 7.4 North Yorkshire Sport and SVS. AW had reported that he had reviewed the document and had several questions that needed answering before agreeing to progress this. AH therefore suggested that this item was deferred to the next meeting.

8. Funding/Fund Raising

- 8.1 Health Inequalities Funding Opportunity – It was agreed that SVS does not fit the criteria.

9. Policy/Risk Assessment Update (s)

- 9.1 Risk Assessments on Befriending, Escorting Members on medical appointments in private cars and Extreme weather were formally reviewed and agreed.
Proposed JB Seconded CW

10. Health and Safety

- 10.1 H&S Site Visit Report (Friendship Group) – 7 issues raised that need attention. Most of the remaining issues relate to problems pertaining to the venue. AH to speak to MR about how to progress

- 10.2 H&S Site Visit Report (MealsonWheels) – 7 issues raised that need attention.
As with 10.1 Most of the remaining issues relate to problems pertaining to the venue. CB to speak to MR about how to progress

11. Risk Reporting

- 11.1 Risk Log needs to be populated with risks to the reputation and operation of SVS and managed monthly. It was suggested that this may need to be done outside the meeting.

12. Transport

- 12.1. Restraining strap solution discussed with GM Coachworks at an additional cost of £276.00 inc. VAT. This was agreed.
Electrics have been done so now awaiting a completion date.
- 12.2 Devolution Deal Net Zero – Awaiting an update from NYC.
- 12.3 Vito – The trustees believed the Vito is to be kept as there is a need for two vehicles until we get the electric vehicle.
This raises the question of where the Vito will be parked once we get the new minibus. We need to find out how much Sissons would charge for a parking space and an answer from Bob Packham regarding the possible use of the garage at the library.
AH to look at breakdown cover on the Vito and the possibility of Homestart.

Action AH

13. HR Paid and Volunteer Roles

- 13.1 There was no update.
- 13.2 The Trustees felt that this seemed quite a commitment in terms of monthly outlay for the size of the organisation.

14. Communication

- 14.1 AH has arranged for the Citizen's Advice representative to give a presentation to the Tuesday Group on general finances. She is also going to organise a talk by the Yorkshire Rotters for the same group.

15. Strategic Plan/Business Plan

- 15.1 Strategic Business Plan to be progressed.

CP raised two other issues.

- 1) Independent Coach trips – CP raised concerns about lack of information of members when SVS used independent coach companies. The staff stated that tried to issue emergency cards to all travellers.
- 2) Problems with some members showing disrespect to other members with hidden disabilities. This is a complex issue and not easily solved. One suggestion was to contact organisations dealing with such disabilities such as Dementia Forward.

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 2nd October 2024