



Sherburn Visiting Scheme

Agenda

Wednesday 6th November 2024
Lady Popplewell Centre
09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (October '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. We Are Sherburn (WAS) subscription paid 2nd October 2024 – For Information Only
5. Secretary's report
 - 5.1. AGM Outcome – For Information Only
 - 5.2. Confirmation that the Charity Commission account has been updated with the Trustees Annual Report and accounts – For Information Only
 - 5.3. We were advised at the AGM that the Constitution needs updating - 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. Transfer of money from 35 Liquidity Account to Instant Access Account to facilitate purchase of Vito replacement – For Information Only.
7. Operations Update
 - 7.1. Provide Operations update – For Information Only
 - 7.2. Otago Training – See response from North Yorkshire Sport - Discuss
 - 7.3. Ops Review Meeting held on 16th October 2024 - Discuss
8. Funding / Fund raising
 - 8.1. Funds requested from the Normanby Charitable Trust – For Information Only
 - 8.2. A donation was received from a collection at Christine's 84 ³/₄ birthday party – For Information only.
 - 8.3. Co-op Community Fund. Funds received for this year and we've been accepted for next year – For Information Only
 - 8.4. Funds received from South Milford Parish Council – For Information Only

- 8.5. Donation received from Trish Anderson – For Information Only
- 9. Policy/Risk Assessment Update(s)
 - 9.1. Risk Assessments for review this month are Meals on Wheels (from October Meeting, Amendments made), Thursday Lunch Club, Transport, Trips in Private Cars, and Using Private Cars on SVS Activities.
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 (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.
- 12. Transport
 - 12.1. Minibus update – For information only.
 - 12.2. Devolution Deal Net Zero– For information only.
- 13. HR – Paid and Volunteer roles
 - 13.1. Operation Manager Update - Discuss
- 14. Communication
 - 14.1. Agreement to go ahead with Annual Newsletter - Discuss
- 15. Strategic Plan/Business Plan
 - 15.1. Strategic/Business plan to be progressed– Discuss.

Date of next meeting: Wednesday 4th December 2024