



Sherburn Visiting Scheme

Agenda

Wednesday 5th February 2025
Lady Popplewell Centre
09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (January '25)
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. Outstanding Actions – Discuss.
 - 4.2. Sherburn Town Council (STC) Update – Discuss
 - 4.3. SHIC Meeting update - For information only.
 - 4.4. Kier Mather visit - For information only.
 - 4.5. Sherburn Business Forum – For information only.
5. Secretary's report
 - 5.1. Nothing to report.
6. Treasurer's Report (Financial Information Update)
 - 6.1. Treasurer's Report (Bank Accounts) – For Information only.
 - 6.2. Gift Aid is progressing - For information only.
7. Operations Update
 - 7.1 Provide Operations Update - For information only. This is a standing item.
 - 7.2 Highfield Collaboration - Discuss.
 - 7.3 First Aid at Work training - Discuss.
 - 7.4 Otago Training - Discuss.
 - 7.5 Health Declaration - Discuss.
8. Funding / Fund raising
 - 8.1. Donation received from the quiz. Thank you letter sent- For information only.
 - 8.2. Grant from NLF landed in the account on 10th Jan - For information only.
 - 8.3. Donation received from Mr. & Mrs. Face. Thank you letter sent - For information only.
 - 8.4. Donation received from Susan Walker. Thank you letter sent - For information only.
 - 8.5. Donation received from Suzanne Cawood. Thank you email sent - For information only.

9. Policy/Risk Assessment Update(s)
 - 9.1. Policies for review this month are Competency for Tasks and Training; Complaint Policy and Procedure; Complaint Form; Confidentiality; Confidentiality (DBS Certificates) and Electrical Safety. These need to be formally reviewed and agreed – Discuss. N.B. Please review these policies on the website.
10. Health and Safety
 - 10.1. H&S Site Visit (Friendship Group), (Thursday Lunch Club) and (MoWs) - For information only.
11. Risk Reporting (See risk log attached)
 - 11.1. The Risk Log needs to be populated with risks to the reputation and operation of SVS and managed on a monthly basis – Discuss.
12. Transport
 - 12.1. Devolution Deal Net Zero - For information only.
 - 12.2. Minibus Cleaning - Discuss.
 - 12.3. MIDAS Training for new minibus drivers - Discuss.
13. HR – Paid and Volunteer roles
 - 13.1. Operation Manager Update - Discuss. This will remain on the agenda until agreed.
 - 13.2. National Living Wage rising to £12.21 per hour from 1st April - Discuss in Camera.
14. Communication
 - 14.1. Sherburn Community Larder - For information only.
15. Strategic Plan/Business Plan
 - 15.1. Develop a Strategic/Business plan – Discuss.

Date of next meeting: Wednesday 5th March 2025