



Sherburn Visiting Scheme

Minutes

Wednesday 5th March 2025

Lady Popplewell Centre

09:30 – 11:30

Present: Mr Andrew Wharton (AW); Mrs Carolyn Wharton (CW); Mrs Christine Pearman (CP); Mrs Ann Hudson (AH); Dr Jonathan Bynoe (JB); Mrs Margret Smith (MS); Ms Sue Thornton (ST); Mrs Carol Blakey (CB); Ms Yvonne Ward ; Ms Collette Ward ; Mr Bruce Holliday; Mrs Kath Holliday; Mr Gary Mercer; Ms Carmel Betts;

Guests; Mr Tom Jenkinson (TJ) (Communities Delivery Manager NYC); Cllr Ken Taylor (Sherburn Town Council); Ms Jillian Addison (Living Well Team Manager NYC);

1. Apologies

Mr Warren Davies (Community Development Officer NYC); Mr Matthew Rennison (H&S Consultant);

2. Minutes of last meeting 5th February 2025. Proposed AH; 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

4.1 Outstanding Actions

January 2025 (Actions)

- 7.3 Highfield Collaboration. Ruth from Highfield Care Home (HCH) to be invited to Feb meeting. See action 7.2 February actions below. Action Closed
Shared training with HCH to be considered. Action Closed
- 13.1 Operations Manager meeting needed. See action 13.1 February actions below. Action Closed

February 2025 (Actions)

- 7.2 The collaboration with Highfield Care Home to be progressed. See item 7.6 below. Action Closed
- 13.1 Operations Manager meeting needed. Action Closed

4.2 Sherburn Town Council Update

1. Sherburn Town Council have joined a NYC initiative to promote the use of Average Speed and Fixed Speed cameras on known problem roads.
2. The Council have requested a new Air Quality Survey which will be more appropriate to Sherburn in Elmet
3. A meeting had been held with Kier Mather (MP) to discuss various matters of concern including the Post Office and Transport (Rail & Buses) It was noted that Gary Mercer was happy that there had been an increase recently in the number of buses from Sherburn to Selby.

4. A request has been made to improve the safety for pedestrians at the central junction road crossing at the traffic lights.
 5. Sherburn Food Bank is at Sherburn Methodist Church Tuesdays 8.30 a.m. to 10.30 a.m. The Food Bank would like to encourage more older members of the community to use the Food Bank.
- 4.3 Meeting with Liz Meade – 20th Feb 2025. Review at NYC of Community Teams.
 - 4.3.1 Locality Services to provide local engagement. This department is made up of Migration Support Team, Parish Liaison Team and The Communities Team which is further made up of Stronger Communities, Town Investment Plans and Community Partnerships (Locality Lead TJ and Community Development Officer WD).
 - 4.3.2 SHIC ongoing funding – there is an option of a one-year extension for this.
 - 4.3.3 Other discussions took place around SVS use of the Garage; SIE Youth Club; Sports Facilities and Community Centres.
5. Secretary's Report
 - 5.1 Nothing to report
6. Treasurer's Report
 - 6.1 Bank Account – approximately £200 in interest in February.
 - 6.2 Gift Aid is progressing
7. Operations Update
 - 7.1 Operations Update circulated to the end of January.
 - 7.2 Living Well – Jillian Addison attended the meeting to explain how Living Well can provide help and support to certain individuals who need a little extra help to overcome some issues or problems. The service is part of Health and Social Care and funded by Public Health. Jillian provided some leaflets for individuals and also for service partners explaining who would be eligible for the service and the referral process. Living Well refer some of the individuals to SVS.
 - 7.3 Otago Training Live - £ 2,240.00 to facilitate the sessions was received 27th February. The first session was last Monday 3rd March but there were no takers. It was proposed that the trainers are paid for the sessions. Proposed AW Seconded AH
 - 7.4 Thursday Lunch staffing issues – There is a need for more volunteers and it was agreed that we need a push for more volunteers particularly for cooks and PTA on the transport, including an advert in The Resident. Action AW
 - 7.5 Pendle Mill Trip 25th March – Unfortunately CB unable to attend and we were not able to find a replacement so it was agreed that the trip would have to be cancelled.
 - 7.6 Highfield Care Home collaboration – CW, AH & MS to attend lunch at Highfield Care Home on Friday 7th March. Looking at possible collaboration on activities and training.
 - 7.7 Health Declaration forms – feedback is required on the format and the questions asked on the forms before the next meeting. Action AW
8. Funding/Fund Raising
 - 8.1 Funding from Co-op. SVS to receive £500 this month.
 - 8.2 Sherburn Town Council £15k funding for the new minibus. AW has been in contact with Sherburn Town Council to advise that the monies were not indeed used for the minibus

as other monies landed on time. AW has asked Sherburn Town Council to repurpose the monies for operational purposes.

AW suggested that it would be a good idea to look at the costings of the new minibus and do an exercise to look at price increases for next year. Action AW

8.3 Give as You Live – AH to get some details Action AH

9. Policy/Risk Assessment Update

9.1 Policies for review this month are Accidents and First Aid; Code of Conduct; Competency for Tasks and Training; Complaint Policy and Procedure; Complaint Form; Confidentiality; Confidentiality (DBS Certificates) and Electrical Safety.
Proposed AH Secoded JP

10. Health and Safety

10.1 H&S Site Visit reports for the Friendship Café, Thursday Lunch Club and Meals on Wheels can all now be signed off.

11. Risk Reporting

11.1 The Risk Log needs to be populated with risks to the reputation and operation of SVS and managed monthly.

12. Transport

12.1 Devolution Deal Net Zero.

SVS will have the use of the library garage, we are just waiting for the papers to be signed. TJ to see whether he can see if he can get some money in the interim from the Inspire Grant because of the delay.

New minibus is here and the garage at the library is progressing. There is an option from Mercedes of a service plan on the minibus. The minibus needs signage Action AW
AH to arrange a fuel card for the electric minibus Action AH

12.2 New minibus cleaning. TJ has advised that there is a charge of £8 to use the Car Wash at Burn. BH volunteered to undertake the cleaning.

12.3 MIDAS Training for new minibus drivers. It is a condition of the monies provided by NYC that we provide this training. North Yorkshire Outdoor Learning Services (NYOLS) can do a full MIDAS course for £150pp. Classroom PowerPoint learning 2 hrs followed by accessible unit (wheelchairs etc.) followed by 1-1 vehicle familiarisation. Approx £1,400. NYOLS come under NYC. Action AW
Proposed CW Secoded JP

13. HR Paid and Volunteer Roles

13.1 Operations Manager – Nothing to Report.

13.2 Increase in National Living Wage – This item was discussed in Camera.

14. Communication

14.1 Nothing to Report

15. Strategic Plan/Business Plan

15.1 Strategic Business Plan to be progressed.

Mr Colin Thacker had a message with the following queries: -

1. Parking Situation at Harold Mills Centre – It was suggested that the afternoon session was moved back 15 minutes to avoid clashing with the school picking up time. The other suggestion was to get three parking cones. Action AH
2. H& S Client Lifting & handling training - Need to arrange another course Action AW
3. Use of the disabled badge in the minibus – drivers to make sure that there is a disabled person in the bus before the badge is displayed.
One blue badge is due to be renewed in April. Action AW

The meetings are held at the Lady Popplewell Centre commencing at 9.30.a.m. Any change to the date or time should be communicated at least two weeks in advance.

Date of next meeting; Wednesday 2nd April 2025