



# Sherburn Visiting Scheme

## Agenda

**Wednesday 2<sup>nd</sup> April 2025**  
**Lady Popplewell Centre**  
**09:30 – 11:30**

### Agenda

1. Apologies
2. Minutes of last meeting (March 2025)
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 Update - For information only.
  - 4.3. Impending Resignation of SVS Chairperson.
  - 4.4. New Trustee Recruitment.
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.
7. Operations Update
  - 7.1. Provide Operations update – For Information Only
  - 7.2. Manual Handling Course Update – For information only
  - 7.3. Thursday Lunch Volunteers– Discuss
  - 7.4. New minibus costings - Discuss
  - 7.5. Befriending Course – Discuss
  - 7.6. Christmas 2025 preparations - Discuss
  - 7.7. Health Declaration – Discuss
8. Funding / Fund raising
  - 8.1. Gift Aid Update – For Information Only
  - 8.2. Sherburn Town Council Grant Update – For Information Only

9. Policy/Risk Assessment Update(s)
  - 9.1 Policies for review this month are: -  
Alcohol & Drugs Policy; Accident and First Aid; Code of Conduct; Equal Opportunities; Expenses; Fire Safety; Grievance; H&S Communications; and H&S Statement.  
These need to be formally reviewed and agreed – Discuss.  
N.B. Please review these policies on the website
- 10 Health and Safety
  - 10.1 Supply Me Ltd is now registered for VAT.
- 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 Devolution Deal Net Zero – For information only.
  - 12.2 Blue Badge April 2025 Renewal - For information only.
  - 12.3 MIDAS Training Update - For information only.
- 13 HR – Paid and Volunteer roles
  - 13.1 Operation Manager Update – Discuss
  - 13.2 Volunteers. We have 81, what do they all do? – Discuss?
- 14 Communication
  - 14.1 Complaint Update.
- 15 Strategic Business Plan
  - 15.1 Strategic Business Plan to be progressed– Discuss.

Date of next meeting: Wednesday 7<sup>th</sup> May 2025