



## Sherburn Visiting Scheme

### Agenda

Wednesday 7<sup>th</sup> May 2025

Lady Popplewell Centre

09:30 – 11:30

#### Agenda

1. Apologies
2. Minutes of last meeting (April 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. CC Annual Newsletter – For Information only.
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. New minibus costings - Discuss
  - 7.4. Payment for no-shows – Discuss
8. Funding / Fund raising
  - 8.1. Gift Aid Update – For information only
  - 8.2. Sherburn Town Council Grant Update – For information only
  - 8.3. SHIC Funding – Discuss
  - 8.4. Kingspan Community Fund – Discuss
  - 8.5. SVS beneficiary of a member's estate – For information only

9. Policy/Risk Assessment Update(s)
  - 9.1 Policies for review this month are: - Expenses; Lone Working; Manual Handling; PPE; Privacy Policy (GDPR); and Privacy Policy (Website).  
These need to be formally reviewed and agreed – Discuss.  
N.B. Please review these policies on the website
  - 9.2 MR review of policies - Discuss
- 10 Health and Safety
  - 10.1 Nothing to report.
- 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 MIDAS Training for new minibus drivers - For information only.
  - 12.3 D1 permit for drivers over 65 – Discuss
  - 12.4 CTA renewal – Discuss
  - 12.5 Dashcam for the Vito - Discuss
- 13 HR – Paid and Volunteer roles
  - 13.1 Operation Manager Update – Discuss
  - 13.2 SVS Volunteers – Discuss
  - 13.3 Volunteers Week at the Old Girls School - Discuss
- 14 Communication
  - 14.1 Complaint Update- For information only.
  - 14.2 Elmet Parish Business Directory – Discuss
- 15 Strategic Business Plan
  - 15.1 Strategic Business Plan to be progressed– Discuss.

Date of next meeting: Wednesday 4<sup>th</sup> June 2025