



Sherburn Visiting Scheme Agenda

Wednesday 7th January 2026
Lady Popplewell Centre
09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (December 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 – Discuss
5. Secretary's Report
 - 5.1. Charity Commission Website updated with the Annual Report – 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. Dementia Training – Discuss
 - 7.3. Request from person in Thorpe Willoughby to provide medical transport to South Milford – Discuss
 - 7.4. Meeting with the management of the Motorist with regards to the Christmas party – Discuss
8. Funding / Fund raising
 - 8.1. Sherburn Town Council grant to be progressed – Discuss
 - 8.2. IJB Plumbing donation – For Information only
 - 8.3. U3A Indoor Bowls Team donation – For Information only
 - 8.4. Stripe donation received– For Information only
 - 8.5. Two donations received from members – For Information only
9. Policy/Risk Assessment Update(s)
 - 9.1 MR will not review all policies and risk assessments annually – For Information only

10 Health and Safety

10.1 Nothing to report.

11 Risk Reporting

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 Safe Operation Procedures – Discuss

12.2 Vito MOT and Service – For Information only

13 HR – Paid and Volunteer roles

13.1 Operation Manager Update – Discuss

13.2 New Activities Co-ordinator planning - Discuss

14 Communication

14.1 Nothing to report

Date of next meeting: Wednesday 4th February 2026

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