



Sherburn Visiting Scheme Minutes

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

Present: Mrs Carolyn Wharton (CW); Mrs Christine Pearman (CP); Mrs Ann Hudson (AH); Mrs Suzanne Cawood (SC); Mrs Margret Smith (MS); Mrs Carol Blakey (CB Ms Collette Ward; Mr Bruce Holliday (BH); Mrs Kath Holliday (KH); Mr Nigel Walker; Ms Judy Davies.

1. Apologies

Mr Andrew Wharton (AW); Dr Jonathan Bynoe (JB); ; Mr Tom Jenkinson(TJ) (Stronger Communities Development Manager NYC); Mr Warren Davies (WD) (Community Development Officer NYC); Cllr Ken Taylor (KT) (Sherburn Town Council); Ms Yvonne Ward (YW); Matthew Rennison (H&S Consultant).

Proxy for AW and JP passed to the board for voting purposes.

2. Minutes of the last meeting 3rd December 2025 Proposed AH; Seconded SC.

3. Conflicts of interest - 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

November 2025 (Actions)

7.2 Dementia Training to be progressed. Dates are to be sent through for January and/or February. It was decided that Wednesdays might be the best day. This item will be added to Operations until confirmed See Item 7.2 below Action Closed

12.2 All Star vs Fuel Store. More figures needed AH to talk to BH Action AH

12.3 MIDAS training to be progressed for those not yet trained. Ongoing. AW contacted David Gwilliam on Wednesday 26th November. Bill now received and paid. DG to provide available dates for January or February. Action AW

12.5 Breakdown Cover for both minibuses – ongoing Action JB

12.6 Slightly higher step for Vito purchased Action Closed

14.1 Christmas message to be distributed. Done. Action Closed

December 2025 (Actions)

7.2 Data Protection Workshop. Details sent to ST who was not interested in attending.

Action Closed

There was a discussion about whether the Data Protection Policy needs reviewing. The practice of keeping written Fire Registers was mentioned and how long these should be kept. Action MS AW also mentioned that she had taken some paperwork into the office and CW will look at purchasing a Filing Cabinet. Action CW

9.1 Risk Assessments have now been reviewed by AW and passed to MS who has uploaded them to the website. Action Closed

4.2 Ken Taylor from Sherburn Town Council sent his apologies for not attending the meeting and not providing a Town Council update this month but stated that there was little of note to report from the council due mainly to the holiday break.

4.2 Impending resignation of SVS Chairperson – AW has announced his intention to step down as chairperson in October so the Trust is looking for a new chairperson.

5. Secretary's Report

5.1 The Annual Return to the Charity Commission was completed on Wednesday 10th December.

6. Treasurer's Report

6.1 Nothing to report

7. Operations Update

7.1 The Operations Update had been circulated.

7.2 Dementia Training –Dates to be agreed, possibly Wednesdays Action AW
AH provided information on some events that are being held at Highfield Care Home which included one being provided by Dementia Forward on Thursday 29th January. This and other events may be of interest to our members and therefore the information will be circulated to see if anyone is interested. Action AH

7.3 There had been a request from a person in Thorpe Willoughby to provide medical transport to South Milford. It was agreed that this out of our area. CW to inform ST to advise that all such requests to be informed that SVS cannot accept out of area requests. Action CW

7.4 Meeting with the management of the Motorist – The trustees agreed that the meeting did appear to be positive as was the subsequent e-mail from the Motorist. The Motorist have offered a donation to SVS, a coffee morning sometime in February and a two course Easter meal at the beginning of April at a cost of £25 per person. The trustees were not sure how the members would react to the idea of the Easter meal and it was proposed that a straw poll was taken of the members at the meetings at Lady Popplewell and the Methodist Church. SC would then phone any members who had attended the Christmas meal but who were not asked at these meetings to ask their opinion. CW would send an e-mail to the Motorist explain the course of action. Action AH/SC/CW

8. Funding/Fund Raising

8.1 Sherburn Town Council Grant –To be progressed.

8.2 IJB Plumbing donated £250 to SVS in December 2025. A thank you letter has been sent.

8.3 Barry Vernon gave a £45 donation from the U3A Indoor Bowls Team Xmas Raffle. A thank you letter has been sent

8.4 A donation of £30 (Stripe Payment - £ 29.35) was received from Wanda and Stan Face.

8.5 A donation of £500 has been received from Alice Capps and a donation of £100 has been received from Elizabeth Face. Thank-you letters have been sent.

9. Policy/Risk Assessment Update

9.1 MR has reviewed all Risk Assessment's on behalf of SVS and these are been uplifted to the website.

10. Health and Safety

10.1 Nothing to report.

11. Risk Reporting

- 11.1 Risk Log is mentioned at each meeting and the trustees asked if they have any risks to add.

12. Transport

- 12.1 SVS Minibus Safe Operation Procedure (SOP). These have been written up by MR. AW has written to MR advising that some of the SOP is duplicated with other documents that we have for the safe use of the minibus. AW awaiting a response from MR.
- 12.2 The Vito is booked in for the MOT and service at Mercedes Leeds on the 18th February at a cost of approximately £400

13. HR Paid and Volunteer Roles

- 13.1 Operations Manager – The trustees will stay behind after the meeting to discuss the hiring of an Operations Manager as soon as possible.
- 13.2 New Activities Co-ordinator - The trustees will also discuss the hiring of a new Activities Co-ordinator after the meeting.

KH suggested that the trustees should consider hiring an Operations Manager on a full time basis of a 30 hour week (five days of six hours).

14. Communication

- 14.1 Nothing to report.

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 4th February 2025