



Sherburn Visiting Scheme Agenda

Wednesday 4th February 2026
Lady Popplewell Centre
09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (January 2026)
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. 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. Coffee Morning at the Motorist – Discuss
 - 7.3. Query regarding request for staff member to provide service user with painkiller - Discuss
8. Funding / Fund raising
 - 8.1. Sherburn Town Council grant to be progressed – Discuss
 - 8.2. Two personal donations received – For Information only
 - 8.3. Donation received from the Elmet Lions – For Information only
 - 8.4. Kingspan donation form completed – 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 Nothing to Report

13 HR – Paid and Volunteer roles

13.1 Operation Manager Update – Discuss

13.2 New Activities Co-ordinator planning – Discuss

13.3 Review of the changes to the Employment Rights Act - Discuss

14 Communication

14.1 Nothing to report

Date of the next meeting: Wednesday 4th March 2026