



Sherburn Visiting Scheme Agenda

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

Agenda

1. Apologies
2. Minutes of last meeting (February 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
 - 6.2. Bank Transfer from Instant Access Savings Account to the 35 Day Account on 12th February – For Information only
 - 6.3. How do the Board want the accounts to run post AH, including the Treasurer role – Discuss
 - 6.4. Additional access to on-line banking - Discuss
7. Operations Update
 - 7.1. Provide Operations update – For Information only.
 - 7.2. Easter Meal progress – Discuss
 - 7.3. Meals on Wheel's background - Discuss
8. Funding / Fund raising
 - 8.1. Sherburn Town Council grant to be progressed – Discuss
 - 8.2. Correction to last month's information. A donation of £150 was received from Alan Thornton. An apology and covering letter sent – For Information only
 - 8.3. A Stripe donation has been received – For Information only
 - 8.4. Two funeral collections for Betty Henry and Jean Cobb which have been donated to SVS – For Information only
 - 8.5. Kingspan donation – For Information only

- 8.6. SVS has been left a sum of money from a deceased members estate – For Information only
- 9. Policy/Risk Assessment Update(s)
 - 9.1 MR will now 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 Vito annual service and MOT – For Information only
 - 12.2 Extended warranty for the Vito - Discuss
- 13 HR – Paid and Volunteer roles
 - 13.1 Operation Manager Update – Discuss
 - 13.2 New Activities Co-ordinator planning – Discuss
 - 13.3 AH remaining on the books for cover - Discuss
- 14 Communication
 - 14.1 Nothing to report

Date of the next meeting: Wednesday 1st April 2026