



Sherburn Visiting Scheme Minutes

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

Present: Mr Andrew Wharton (AW); 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); Ms Sue Thornton; Ms Emma Gibson.

Guests: Cllr Ken Taylor (KT) (Sherburn Town Council);

1. Apologies

Dr Jonathan Bynoe (JB); Mr Tom Jenkinson (TJ) (Stronger Communities Development Manager NYC); Mr Warren Davies (WD) (Community Development Officer NYC); Mr Nigel Walker; Ms Judy Davies; Ms Yvonne Ward (YW);

Proxy for JB passed to the board for voting purposes.

2. Minutes of the last meeting 4th February 2026 Proposed SC; Seconded AH
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)

12.2 All Star vs Fuel Store. More figures needed AH to talk to BH. AW to talk to Fuel Store. Treasurer wishes to stay with All Star Action Closed

12.3 MIDAS training to be progressed for those not yet trained. E-mail has been sent to those drivers and PTA's yet to have the training. AW trying to arrange a Wednesday date in April. Action AW

12.5 Breakdown Cover for both minibuses to be progressed. Ongoing. Action JB

January 2025 (Actions)

- 7.2 Dementia Training – Date to be agreed. Dementia meeting attended at Highfield Care Home 26th Jan 2026. Still trying to get dates for training. Action AW
- 7.3 Thorpe Willoughby resident request for Medical Transport – Out of SVS area. Action Closed
- 7.4 Meeting with the management of The Motorist. Date for coffee and cake arranged for Wednesday 18th March 10 – 12.30. Easter meal is ongoing. Action SC

February 2025 (Actions)

- 10.1 Safeguarding Report – Lifeline recommended to member. Action Closed

4.2 Sherburn Town Council Report

Cllr Ken Taylor from Sherburn Town Council presented the following report: -

Councillor Gary Limbert has stepped down from the Town Council after many years of dedicated service. This is due to work commitments.

Councillor John Brook has filled the vacancy created by Councillor Bradder stepping down.

A Traffic Warden is now visiting on random days. On the last visit tickets were given for vehicles illegally using disabled spaces outside Boots.

Work has been carried out to make safe a dangerous tree at the bottom of New Lane.

The damaged bollards outside the Fish Bank have not been replaced. The business did not want to pay out for this.

In future the Town Council will be paying the cost of the flags in the town and for the installation and removal of them.

An additional ground person has been appointed. Jack Badden started work on Monday 2nd March.

Keir Mather will be holding a meeting on the 13th March to discuss the Light Valley Solar Scheme. Each organisation invited is to send two representatives only.

NYC have announced plans to hold a Selby, Tadcaster and Sherburn in Elmet Residents Festival on the 21st & 22nd March 2026.

CP asked about a road crossing in South Milford near the Swan Public House which is very dangerous for pedestrians. It was noted that this was not the responsibility of Sherburn Town Council but actually comes under North Yorkshire Council. CP stated that she had mentioned it to Kier Mather. AW stated that he would send an e-mail to Emily in Keir Mather's office.

Action AW

4,3 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. TJ has sent an e-mail offering his help in finding a replacement.

5. Secretary's Report

5.1 Nothing to report

6. Treasurer's Report

6.1 Bank Accounts Update – Nothing to Report. Accounts will be finished to the end of March 2026 and submitted to Child and Co.

6.2 Transfer of 20k from the Instant Access Savings account to the 35 Day Account on the 12th February.

6.3 Resignation of Treasurer - AH is resigning from the Board of Trustees effective from the 31st March 2026 and therefore will not be the Treasurer after this date. AW is to arrange a meeting with AH go through her process until a new Treasurer is appointed to the Trust.

6.4 On-line Accounts - AH will not have access to the SVS accounts after 31st March 2026 and therefore it was agreed by the Board of Trustees that CW should have access to the on-line accounts in addition to AW.

7. Operations Update

7.1 The Operations Update had been circulated.

7.2 Easter Meal Progress – A date of 1st April had been put forward by the Motorist but has not yet been confirmed. SC has explained to The Motorist that due to the nature of the SVS we do need some time to arrange an outing of this nature and time is against us arranging it for the beginning of April.

SC mentioned that she had received a query as to whether we provide a gluten free option at the Thursday Lunch. SC responded that unfortunately due to restraints of the kitchen and pressures on the bottom line etc. we could not. This was confirmed by the other trustees.

7.3 Mail received from the RFO of Sherburn Town Council requesting a meeting with AW to discuss Sherburn Town Council funding of Meals on Wheels. Councillor Taylor had previously informed us that the RFO had recently resigned and therefore this matter was not of immediate concern.

8. Funding/Fund Raising

8.1 Sherburn Town Council Grant to be progressed. CW stated that it would appear that Sherburn Town Council would no longer be funding grants to local organizations from this April apart from those that they are already funding, and therefore this item will now be taken off the agenda.

8.2 Due to an administrative error, it was advised last month that the donation received from Alan Thornton was £100. It was in fact £150 and a correction thank-you letter has been sent.

8.3 A Stripe donation of £30.00 (£29.35) has been received from the Maureen Milton. A thank you letter has been sent

8.4 A collection at the funeral of Betty Henry raised £190, together with a personal family donation of £110, (a combined amount of £300), and another collection at the funeral of Jean Cobb raised £235.20 and donated to SVS.

8.5 Kingspan have made a donation of £250 and a thank you e-mail has been sent.

8.6 SVS have received £11,573.20 from the estate of Pauline Morley.

9. Policy/Risk Assessment Update

9.1 Nothing to report.

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. No risks were added.

12. Transport

12.1 The Vito has had the annual service and MOT.

12.2 Extended warranty for the Vito. It was agreed that the warranty on the Vito should be extended for a further year at a cost of £416 with a £250 excess

Proposed SC Seconded AW

Action AW

BH stated that there had been an accident on the minibus which BH had cleaned up. However, SVS do need a process setting up to cover future incidents and whether the minibus should be taken out of action until it can be cleaned and who should be responsible for the cleaning. AW to speak to MR.

Action AW

13. HR Paid and Volunteer Roles

13.1 Operations Manager – Emma Gibson has been appointed as Operations Manager and will start on Monday 16th March

- 13.2 New Activities Co-ordinator – A meeting to discuss the appointment of a new Activities Co-ordinator will be arranged as soon as possible. Action CW/SC/AW
- 13.3 AH remaining on books for cover – It was agreed that AH should remain on the SVS payroll to cover for eventualities such as other staff holidays Proposed AW Seconded MS

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 1st April 2026

DRAFT