



# Sherburn Visiting Scheme Agenda

**Wednesday 6<sup>th</sup> May 2026**  
**Lady Popplewell Centre**  
**09:30 – 11:30**

## **Agenda**

1. Apologies
2. Minutes of last meeting (April 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. Update to Charity Commission and SVS Website – For information only
6. Treasurer's Report (Financial Information Update)
  - 6.1. Treasurer's Report (Bank Accounts) – For information only
  - 6.2. Bank account transfer – For information only
  - 6.3. Near Field Communications payment on staff mobile phones - Discuss
7. Operations Update
  - 7.1. Provide Operations update – For information only
  - 7.2. Training Log now with EG. All details of training to be undertaken by Staff/Volunteers to be sent to EG. Training needs for volunteers – Discuss
  - 7.3. SIE Community Centres – Discuss
  - 7.4. Clear Insurance (Ecclesiastical) renewed - Discuss
  - 7.5. Business Insurance – Sue, Carol and Dawn – Discuss
  - 7.6. Iran/US war potential risks/impacts on SVS – Discuss
  - 7.7. Members and personal money - Discuss
  - 7.8. Boccia Set – Discuss
  - 7.9. Communicate to all volunteers – new starter names should be passed to Sue Thornton in the office as soon as possible – For information only
  - 7.10. 3-year comparison of operations figures - Discuss
  - 7.11. Emergency contact details for members - Discuss
  - 7.12. Define area of activity – Discuss
  - 7.13. Would SVS like the Boxer to go in the Gala Parade this year? - Discuss

8. Funding / Fund raising
  - 8.1. Marjorie Kemp Estate. SVS are beneficiaries – 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 CTA Annual Membership – Discuss
  - 12.2 Serious Accident to one of our drivers (not on SVS duty) – For information only
- 13 HR – Paid and Volunteer roles
  - 13.1 Activities Coordinator Role Update – For information only
  - 13.2 Volunteer Thank You Day – Discuss
  - 13.3 Assisted shopping volunteers – Discuss
  - 13.4 Strong and steady volunteers – Discuss
  - 13.5 Pensions Regulator Re-declaration - For information only.
- 14 Communication
  - 14.1 SIE Parish Business Listing – For information only
  - 14.2 Communication with Burton Salmon Group – Discuss
  - 14.3 Social media strategy - Discuss
  - 14.4 LinkedIn - Discuss
  - 14.5 Tad Echo - Discuss

Date of the next meeting: Wednesday 3<sup>rd</sup> June 2026