



Sherburn Visiting Scheme

Agenda

Wednesday 7th October 2026

Lady Popplewell Centre

09:30 – 11:30

Agenda

1. Apologies
2. Minutes of last meeting (September '26)
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. Impending resignation of SVS Chairperson - Discuss
5. Secretary's report
 - 5.1. Charities Commission Annual Report Update – For information only.
6. Treasurer's Report (Financial Information Update)
 - 6.1. Treasurer's Report (Bank Accounts) – For Information only.
 - 6.2. SVS Income/Expenditure – Discuss.
 - 6.3. Draft accounts – Discuss.
7. Operations Update
 - 7.1. Provide Operations Update - For information only.
 - 7.2. Christmas party planning update – For information only.
 - 7.3. Continued membership of WAS at £100 – Discuss.
 - 7.4. Individual Transport Support Plan, Emergency Escalation Plan and Missing Person Response documents for review and acceptance – Discuss.
8. Funding / Fund raising
 - 8.1. Funds received from the estate of Pauline Morley – For information only..
 - 8.2. SIE TC funding request shortfall – Discuss.
 - 8.3. Duckworth Trust funding – For information only.
 - 8.4. Race Night update – For information only.

9. Policy/Risk Assessment Update(s)
 - 9.1. MR has reviewed all SVS policies. Some new policies added – For information only.
10. Health and Safety
 - 10.1. Biohazard kits for Activities Coordinators - Discuss
11. Risk Reporting (See risk log attached)
 - 11.1. The Risk Log needs to be populated with risks to the reputation and operation of SVS and managed on a monthly basis – Discuss.
12. Transport
 - 12.1. Boxer MOT – Discuss.
13. HR – Paid and Volunteer roles
 - 13.1. Nothing to report.
14. Communication
 - 14.1. We care forms – Discuss.
 - 14.2. Home Library Service – Discuss.

Date of next meeting: Wednesday 4th November 2026