

# **DONCASTER LINK** **ANNUAL REPORT AND AGM GROUP – MEETING SUMMARY**

**Date:** 12 May 2011                      **Time:** 1pm                      **Venue:** Doncaster Business Innovation Centre

**Attendees:**  
Sheila Barnes, Paul Morton, Jeannette Fish, Jan Higgins and Donna Cibor

**Apologies:**  
None

*The following is purely to give the essence of the meeting.*

**Opening:**  
The Host opened the meeting by welcoming the volunteers, stating the housekeeping rules and introductions were made.

- **Item 3 – Select Chair of Group.** The Host asked for notes of interest from the group in being Chair. None were made therefore Sheila Barnes agreed to take the position.
- **Item 4 – Annual Report – Agree Format/Content of Draft Copy.** The group discussed various options but decided to use the same format that was used for last year's report. The following volunteers have been assigned to produce a small piece of writing for inclusion in the main report:

Introduction	S Barnes
Executive Board Members (pictures)	Host to obtain
Election 2011	S Barnes, Host
LiNK Representation in Other Organisations	S Barnes, Host
ICE Group	D Head
Working in Partnership	S Barnes
Hospital Discharge	R Holdsworth
GP Access	S Barnes
Podiatry/Chiropody in Thorne/Moorends Sub Group	Paul Morton
Dentistry in Highfields	Kay Kirk, Host
Autism Awareness	L Davies, Host
Training	Host
Cross Boundary Working	S Barnes, Host
360° Host Evaluation	Host
Finance	S Barnes, Host
Future Plans	S Barnes
Medication	R Holdsworth
Ambulance Services (give outcome from last year)	S Barnes
Pharmacy (give outcome from last year)	R Holdsworth
HealthWatch	S Barnes
Acknowledgements	S Barnes

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Jeannette Fish stated it would be an improvement on last year's report if we included a paragraph of explanation under Finance before the chart. All agreed this would be a good idea. Jeannette also stated last year's amount spent on marketing and publicity was very good value for money in view of the size of membership.

**Actions:** Sheila Barnes to write a small paragraph.

The group agreed for Sheila and the Host to create the first draft copy and issue to the rest of the working group.

All agreed to a deadline of Thursday 19<sup>th</sup> May 2011 for volunteers to submit their contribution.

- **Item 5 – Next Annual Report Group Meeting.** It was agreed the group would hold their next meeting on Thursday 26<sup>th</sup> May 2011 from 1pm to 2pm at the Doncaster Innovation Centre.
- **Item 6 – Annual General Meeting – Agree Agenda.** The group agreed to the times and format of the agenda and volunteers who are to be invited to speak. All agreed to using Doncaster Trades as the venue and a buffet at a cost of £3.15 per head catering for 50 people. Sheila requested the Host cover the reception and produce a presentation.

**Actions:** Host to prepare a draft agenda.

Host to invite relevant members to speak.

Host to prepare the presentation for use on the day.

- **Item 7 – Close.** The meeting closed at 2.30pm

## **Minutes prepared and submitted by:**

Jan Higgins (Senior Administrator – Doncaster LINK Host)

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