

DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

Date:
3 August 2010

Time:
10am

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, John Burke and Donna Cibor (Host)

Apologies:
None

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

Opening:
The finance group has been formed to allow the Doncaster LINK to take control of its allocated budget and to enable greater transparency in how money allocated to the LINK is spent.

Sheila Barnes welcomed John Burke onto the group.

Item 1:
The full financial forecast that was agreed at the last meeting has now been formatted and presented to the group. All agreed the contents were correct and would prove to be a valuable live document going forward. The Host stated a copy of the spreadsheet had been presented to John Leask (Contract Manager) who was pleased with the content.

Action:
The Host to keep the spreadsheet up to date and make amendments as and when instructed to do so.

Item 2:
The group requested all under spend be recorded and included in the spreadsheet so that an accurate representation of the LINK's expenditure is available at any given time. This will also allow the group to identify any monies that can be allocated to additional spending that may be required that is not included in the forecast.

Action:
The Host to include an additional column to the financial spreadsheet showing the current under spend and issue to both members with the current year to date expenditure.

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Item 3:

John Burke requested £700 be added to the annual forecast in anticipation of the LINK supporting the North Trent Cardiac Network Group event. It was agreed that this could be taken from the £3,000 that was originally allocated to DJS Research to conduct a survey on access to Podiatry/Chiropody services in the Thorne/Moorends area which will now cost £2,000 plus VAT. The remaining £300 will be allocated to the under spend.

Action:

The Host to include an additional column to the forecast spreadsheet showing the allocation for the North Trent Cardiac Network Group event.

Next Meeting:

The next meeting will take place on Tuesday 7th September 2010 from 12.30pm at the Doncaster Business Innovation Centre.

Minutes submitted by:

Donna Cibor

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