

DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

Date:
4th May 2010

Time:
10.00pm

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, John Plant, Richard Brocklehurst (Host), Donna Cibor(Host)

Apologies:

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

Opening:

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

Action Points:

New cost codes will be set up for LINK expenditure to allow more specific costing of expenditure

Host to look at enter and view training and which members need CRB references to be done

Host to look at an induction plan for new members

LINK to investigate running consultation events around national issues eg care issues

Host to look at issues around LINK spending on promoting LINK and its continued existence

Any urgent invoices will be signed off by Sheila or John

John to present to Executive Board finance update

Expenses policy to be reviewed to state member's expenses will be overviewed by the finance group. Host will have final sign off of expenses.

Meetings to be first Tuesday of every month

Next meeting Tuesday 1st June 10am

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Minutes submitted by:

Richard Brocklehurst

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