

## DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

**Date:**  
24<sup>th</sup> March 2011

**Time:**  
13.30pm

**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 opened the meeting by welcoming all.

**Item 1: Minutes from 7<sup>th</sup> February 2011.** All agreed correct with no amendments.

**Item 2: Year to Date Spends.** All agreed due to the significant under spend that will be returned to the Council, the LINK has shown prudent spending during 2010/11. It was agreed by the group that this prudent spending will need to continue into the next year in order to manage the reduced budget the LINK have been allocated from April 2011.

**Item 3: Next Years Budget Allocation** – The group have produced a detailed forecast for 2011/2012 , the annual budget has been split over the following areas:

Doncaster LINK Development and Outreach  
Doncaster LINK Marketing and Publicity  
Doncaster LINK Volunteer Training and Support

The group have included the requests from the ICE group to support the planned engagement activity in 2011/2012.

Action – The Host to produce the updated Forecast and send to Sheila Barnes and John Burke.

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The next meeting – To be arranged.

The meeting closed at 2.35pm.

**Minutes prepared and submitted by:**

Donna Cibor

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