

## DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

**Date:**  
8<sup>TH</sup> 2010

**Time:**  
2.30pm

**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. The allocated budget for the LINK for 2010/11 is £50015. The money spent by the LINK is allocated into three different cost codes these are

- Development, Engagement and Outreach
- Support Training and Expenses
- Marketing, Publicity and Engagement

The finance group will allocate the spend within these headings.

**Action Points:**

Host to produce an annual plan for 2010/11 spend detailing generic running costs of the LINK and adding in any agreed spend to date ready for next meeting on 4 May.

Invoices for LINK expenditure to be agreed by group prior to payment.

LINK members expenses to be agreed by group prior to payment.

Meetings to be first Tuesday of every month

Next meeting Tuesday 4<sup>th</sup> May 10am

**Minutes submitted by:**

Richard Brocklehurst

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