

DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

Date:
19th July 2011

Time:
9.30am

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, John Burke, Jayne Bell (Host), Jan Higgins (Host) and Dave Dutton (Host)

Apologies:
None

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.

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

Opening:
Sheila Barnes opened the meeting by welcoming all and the Host introduced Dave Dutton the new LINK Team Leader.

Finance:
The Host informed the group there would be a significant under spend at the end of Quarter One. As at 31st May 2011 the LINK has spent £1,800. All agreed the previous forecast would be reviewed once a project plan was in place for HealthWatch.

Action:
The Host to issue a copy of Quarter One's financial reports to Sheila Barnes and John Burke upon completion.

The Host/Finance group to prepare a revised forecast at the next meeting - to take place after the HealthWatch Development Sub Group has held its first meeting.

Training:
The Host issued a report of evaluations completed by volunteers who received IT training in May 2011. It was agreed to wait and assess future volunteer training after a project plan has been put in place by the HealthWatch Development Sub Group.

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Action:

John Burke (Training Officer) and Dave Dutton (Host) to arrange a meeting to discuss and finalise volunteer training after the HealthWatch Development has produced a project plan.

Next Finance Meeting:

The next meeting will be held on Tuesday 13th September 2011 from 9.30am at the Doncaster Business Innovation Centre.

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

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