

DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

Date:
17 October 2011

Time:
10:00am

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, John Burke and Dave Dutton (Host)

Apologies:
None

None Attendees:
None

- **Item 1 – Welcome & Introductions.** Dave Dutton welcomed Sheila Barnes & John Burke to the meeting.
- **Item 2 – Apologies.** No apologies were given.
- **Item 3 – Notes of 12 Sept 2011 Meeting.** The notes of the meeting held on 12/9/2011 were agreed as a correct record.

Item 4 – Doncaster LINK Financial Report at 31/8/2011. Dave Dutton presented the current 2011 /12 Doncaster LINK Financial Report, which shows expenditure of £3,340 to 31st August 2011, and a remaining balance of £31,660 against a budget of £35,000 to 31/3/2012.

A query was raised in relation to Marketing, Publicity & Communications 'Promotion ' expenditure of £1,444. The Host (Dave Dutton) agreed to provide a breakdown of this figure prior to the next meeting.

- **Item 5 – Planning future expenditure to 31/3/2012.**
All agreed the budget was being well managed and plans to set aside financial provision (initially £8,000) for future HealthWatch initiatives remain on track.

It was agreed that financial planning and expenditure for HealthWatch initiatives can only begin once there is a clearer understanding of how the Doncaster Local HealthWatch programme is to be developed and implemented.

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- **Item 6 – Date of next meeting.** It was agreed that the next Finance Group meeting, scheduled for 14/11/2011, will take the form of a 'virtual' meeting, or Email information exchange.

As the only planned Agenda item for the meeting is 'Discussion of the LINK Financial Report at 30/9/2011', this Report will be Emailed to Finance Group members one week before the planned meeting date, and any comments or issues will be exchanged by Email.

- **Item 7 – Any Other Business.** There were no other items.
- **Item 8 – Close.** The meeting closed at 11:00am.

Minutes prepared and submitted by:

Dave Dutton (Team Leader – Doncaster LINK Host)

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