



**Draft minutes of the Budget Sub Group meeting held on 10 March 2010  
from 10.00am until 12.00noon at Beach House, Beach Road, Herne Bay**

**Present:**

Mike Eddy  
Roger Kendall  
Stan Richardson

**Also present:**

Graham Hills, Operational Director, Kent LINK

**1 Apologies for Absence**

Apologies for absence were received from Sally Keverne

**2 Notes of previous meeting**

The notes of the previous meeting held on 10 February were confirmed as a correct record.

**3 Matters arising from previous meeting**

The following matters arising from the previous meeting were discussed:

- i. Minute 3 (3.4): Quotes for 'marketing' of the LINK - It was **agreed** that arrangements be made for the group to meet to consider bids
- ii. Minute 3 (3.9): It was noted that LBV TV had still not submitted payment in the sum of £2,999 and a draft letter was **agreed** to be despatched requesting payment before the end of the financial year. Also to state that unless payment was received the Audit Commission be informed of this bad debt
- iii. Minute 4 Review of expenses policy: It was **agreed** that a system of "track changes" be introduced so that changes made to the various policies could be recorded and a record kept
- iv. Minute 7: The Group once again urged the completion of the Kent LINK's audit of accounts for the period 2008/09 and certainly in time for the Annual Meeting of the LINK

**4 Sponsorship**

The Group considered a paper prepared by Stan Richardson on this subject, copy attached. It was noted that the Chairman of the Governors, John Fletcher, and Brenda O'Neill, had prepared some 'rules of engagement' between the LINK and organisations external to the LINK. It was therefore **agreed** that Stan's paper should be taken into account in the preparation of a LINK policy on this matter.

## 5 Project expenditure

The Group received details of expenditure on the following projects:

- A users perspective of Age Concern Day Centres
- Hygiene and cleanliness in hospitals
- Access to transport services

Final expenditure on the LINK's stroke project had still to be finalised, although this not thought to be significant.

## 6 LINK income and expenditure 2009/10

The Group received a report setting out the LINK income and expenditure at 28 February 2010, copy attached. It was noted that this showed an under spend of £230,550. Set against this was expenditure which had been committed / earmarked as follows:

- Quality Accounts project, Christchurch University - £20,000
- Quality Assessment Social Care, Greenwich University (est) - £20,000
- 1.5 project workers and part time project administration - £51,032
- Marketing proposal - £40,000
- Expenses - £3,000
- Project expenditure to 31 March 2010 - £5,000

This would mean an estimated under spend on the current financial year of £91,518. In this context the group considered the level of support the LINK would require in the forthcoming year – it was noted that expenditure on staffing was now running at a deficit. In view of this the group considered a number of options, copy attached, which primarily related to reducing the level of Director support for the LINK. Already Brenda O'Neill had reduced her hours from four to two days per week in recognition that much of the governance support required in the set up phase had now been completed. After considerable discussion it was **agreed to recommend** that there should be no further reduction in Directors hours and that there should be recognition that the LINK's Local Development Workers were engaged in LINK projects and therefore half of their salary amounting to £43,329 should be met from the project budget, but funded from this year's under spend, thus reducing the under spend to £48,189 which was at a level considered acceptable by the group.

## 7 Expenses

The group considered a request (letter dated 9 February 2010) from a LINK Participant for reimbursement of expenses which had been incurred whilst in the transition phase of establishing the LINK and in various activities since the LINK was established in December 2008. After careful consideration the group **agreed to recommend** that this claim should not be met in view of the fact that the current LINK is not responsible for the actions of individuals that took place in the transitional phase of establishing the LINK as this was the responsibility of the Kent County Council. With regard to the other aspects of the claim these activities had been approved by the LINK in accordance with its expenses policy.

## **8 Preparation of budget for 2010 / 11**

The group **agreed** to meet early in April to prepare for the Governors consideration a budget for 2010 / 11.

## **9 Managing funding from external organisations**

The group considered the possibility of the LINK receiving funding for project work from an NHS Trust. The group couldn't foresee any practical problems in managing this so long as the purpose for which the money is to be spent is clearly defined and the independence of the LINK is assured.

## **10 VAT recovery from petrol expenses**

It was **agreed** that further research be conducted of Dover District Council and KCC who currently recover VAT from this element of members travel expenses.

## **11 Date of next meeting**

It was **agreed** that the next meeting of the Group be held at 10.00am on Wednesday, 14 April 2010 at Beach House, Beach Road, Herne Bay.

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## Objective

### **Prior to any sponsorship being agreed both parties must reach a clear understanding**

Sponsorship offers to the LINK will be determined on the basis of mutual benefit to the community as a whole, taking into account any outstanding resource and workload.

## Methodology

Before any firm engagement can be entered into with a sponsorship offer it is essential that there is a strong benefit to the community (East Kent). Timescales will need to be obtained and agreement as to what the benefit will be to the sponsor, together with the amount of finances envisaged to undertake the project. Account must be given to the current workload of the LINK and resources available to ensure that no serious impact will occur with project work that is in progress. It may well be that the sponsor is aware of certain work being undertaken by the LINK and feel that this will be of a mutual benefit to their organisation.

It is vitally important that any offer is processed through Kent & Medway Networks (KMN) first before being assessed by the Priorities Panel and then progressed to the Governors for their decision.

The sponsorship may well entail a small subcommittee being arranged to clarify any unclear points, or preferably by KMN direct.

## Decision

The final decision will rest with the Governors.

Written by: unknown  
March 2010



Estimated staffing costs for Kent LINK for 2010 / 11  
(excluding Project Workers and Project Worker admin support)

	Cost including : <ul style="list-style-type: none"> <li>Operational Director: four days</li> <li>Governance Director: two days</li> <li>Finance and HR Director: one day</li> </ul>	Cost including : <ul style="list-style-type: none"> <li>Operational Director: three days</li> <li>Governance Director: two days</li> <li>Finance and HR Director: one day</li> </ul>	Cost including : <ul style="list-style-type: none"> <li>Operational Director: three days</li> <li>Governance Director: two days</li> <li>Finance and HR Director: no days</li> </ul>	Cost including : <ul style="list-style-type: none"> <li>Operational Director: two days</li> <li>Governance Director: two days</li> <li>Finance and HR Director: no days</li> </ul>
Total cost	£202,709	£193,098	£183,487	£164,267
Budget allocated 2010 / 11	£162,277	£162,277	£162,277	£162,277
Deficit	£40,432	£30,821	£21,210	£1,990

Written by: source unknown  
March 2010



# Kent Link Budget

LINK COSTS	Monthly Budget allocation	B / Fd	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	LINK COSTS
AL KMN income	£ 19,481.83		19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	19,481.83	NB January PAYE outstanding
Contract Income															
AL KMN expenditure															
Staff costs	£ 14,279.00		17,110.09	14,080.86	14,894.55	17,180.20	16,310.04	21,918.04	18,863.60	18,979.45	19,950.65	11,838.65	20,089.75		
Office Daily costs	£ 1,948.34		889.39	1,794.82	1,024.82	1,78.76	5,969.31	565.91	1,465.57	1,136.38	1,750.68	1,079.48	746.99		
Professional fees	£ 2,944.17		2,090.72	3,129.26	2,823.02	2,175.71	2,643.10	3,108.29	2,097.61	2,000.00	2,000.00	2,747.41	5,543.58		
Premises costs	£ 2,310.00		1,557.56	2,017.38	1,633.31	1,675.52	1,817.41	1,778.86	1,795.43	1,767.31	1,760.22	1,913.97	1,447.85		
Tax, Bank & misc	£ -		-	-	-	-	-	-	-	-	-	-	-		
ALKMN expenditure subtotal	£ 21,481.51		21,647.76	21,022.32	20,375.70	21,210.19	26,739.86	27,367.10	24,212.21	23,883.14	25,461.55	17,579.51	27,828.17		
AL KMN Surplus/deficit c/f		£39,017.26	£36,851.33	£35,310.84	£34,416.97	£32,688.61	£25,430.58	£17,545.31	£12,814.93	£8,413.62	£2,433.90	£4,336.22	£4,010.12	£4,010.12	
<b>KENT LINK INCOME</b>															
Brought Forward															
Contract	£ 15,185.17		15,185.17	15,185.17	15,185.17	15,185.17	15,185.17	15,185.17	15,185.17	15,185.17	15,185.17	15,185.17	15,185.17		
Interest			5.22	5.12	5.89	6.30	7.05	7.77	7.54	8.02	8.61	9.60			
Kent Link Income subtotal			15,190.39	15,190.29	15,191.06	15,191.47	15,192.22	15,192.94	15,192.71	15,193.19	15,193.78	15,194.77	15,185.17		
<b>KENT LINK EXPENDITURE</b>															
LINK Members Expenses + Gov Meetings	£ 2,333.33		317.56	735.33	223.30	982.35	1,178.21	214.33	1,049.99	866.48	426.00	1,070.77	568.95		
Bank Charges			0.00	48.61	19.61	13.02	8.82	7.83	14.28	11.55	15.35	14.91	3.78		
<b>Communications</b>															
Access Points	£ 2,063.33		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
LINK Website / Maintenance	£ 500.00		0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
LINK Recruitment + Leaflets	£ 666.67		0.00	0.00	0.00	725.00	5896.12	0.00	0.00	0.00	0.00	0.00	0.00		
Publicity / Promotional	£ 2,000.00		2804.00	0.00	0.00	127.91	0.00	217.40	461.55	550.04	36.50	216.92	221.48		
Translation Costs	£ 416.67		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Development Work</b>															
Project Running Costs	£ 5,351.83		0.00	0.00	0.00	0.00	803.61	2520.04	1999.66	454.36	2235.63	3,833.36	2,579.94		
Network Events / Workshops	£ 1,166.67		733.00	1457.00	953.67	579.35	2105.37	35.73	234.32	736.40	773.98	192.00	625.87		
LINK Establishment Events	£ 208.33		105.13	634.35	519.74	0.00	0.00	0.00	0.00	0.00	0.00	3.43	0.00		
<b>Other</b>															
CRB Checking	£ 41.67		0.00	0.00	0.00	240.00	48.00	0.00	657.00	0.00	812.50	0.00	0.00		
Member Training	£ 416.67		0.00	0.00	159.76	73.57	1650.00	40.00	2009.36	0.00	66.32	0.00	57.00		
<b>TOTAL MONTHLY COSTS</b>	£ 15,185.17		3,969.69	2,875.29	1,876.08	2,741.20	11,690.13	3,035.33	6,526.16	2,620.83	4,356.28	6,331.39	4,047.02	0.00	
<b>SUPPLUS CARRIED FORWARD</b>		112,511.32	123,742.02	136,057.02	149,372.00	161,822.27	165,324.36	177,481.97	186,148.52	198,720.88	209,548.38	219,411.76	230,549.91	230,549.91	