

*Your LINK for improving health and social care*

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**Draft minutes of the Budget Sub Group meeting held on 8 April 2010  
from 10.00am until 2.00pm at Unit 24, Folkestone Enterprise Centre,  
Shearway Road, Folkestone, CT19 4RH**

**Present:**

Mike Eddy  
Roger Kendall  
Stan Richardson

**Also present:**

Kath Pavely, LINK Governor with responsibility for communications and public relations  
Graham Hills, Operational Director, Kent LINK  
Alex Riding, Think Media  
Sharon Whiting, The Purple Edge  
Erika Collison, LINK Administrator

**1 Apologies for Absence**

Apologies for absence were received from Sally Keverne.

**2 Marketing bids**

The Group considered three bids in relation to marketing the LINK. Mike Eddy declared an interest in the bid by Politics Europe Ltd and took no part in the discussion on their proposal. Sharon Wilding and Alex Riding were seen separately in order to answer questions on their respective proposals. Although the representative of Politics Europe was not able to attend she had made herself available via the internet to answer questions should that be required. After careful consideration the Group **agreed to recommend** acceptance of the bid by Purple Edge, excluding that part of their proposal relating to the LINK's website, in the total sum of £19,140. A copy of The Purple Edge's bid is attached for Governors only.

At this interval Kath Pavely left the meeting.

**3 LINK Budget 2010 / 10**

The Group reviewed the LINK's projected year end position and the LINK's known financial commitments with a view to preparing a budget for the LINK for the period 2010 / 11. In drawing up the budget the Group took into account the following:

- a) Incorporate previous decisions of the Governors' Group regarding the employment of 1.5 project workers and administrative support and expenditure on projects

- b) The need to address the recurring overspend in the above the line expenditure by reallocating 50% of the salaries of LINK Development Workers to projects as a recognition of the time spent by them on project work
- c) Achieve savings in the LINK expenditure on professional fees by KMN providing the LINK's bookkeeping – 50% of these savings to enhance the salary of KMN's staff member who will be providing the in-house service
- d) To make contingency for staff redundancy
- e) To make contingency for maternity cover
- f) To provide a cost of living increase to KMN's staff in the sum of 2.5%

A copy of the LINK's provisional end of year statement is attached, together with the LINK's proposed budget for the period 1 April 2010 to 31 March 2011, which the Group **agreed to recommend** acceptance.

#### **4 VAT recovery from petrol expenses**

It was **agreed** that on advice of Erika Collison, no further action be taken at this time in view of the likely heavy cost of administering such a scheme.

#### **5 Financial Governance**

The Group discussed arrangements in place for ensuring effective governance of the LINK's money, such as the requirement to have two signatures on cheques by authorised KMN staff and how the internet banking is managed and security attached to that. It was **agreed** that the role of Erika in internet banking needs to be investigated and a 'two signature' approach be adopted for internet banking.