



LEARNING TRUST

Date/Time	30 th November 12.30 – 1pm
Attendees	Jodie Croft, CEO and Andy Collings, Director of Finance
Apologies	
Agenda	<ol style="list-style-type: none">1. Payroll issues and new way of making salary payments2. VAT claims3. Paying TPA invoices4. Paying GLT invoices5. AOB
Minutes/Record of meeting	<ol style="list-style-type: none">1. Following an issue with incorrect payments made to 10/11 GLT, it was agreed that Dataplan should make salary, HMRC, pension and student loan payments by BACS in future.2. AC to check status of VAT claim3. JC and PHA to countersign cheques on site for TPA invoices4. AC to ensure all overdue and due GLT invoices are settled asap <p>AOB</p> <p>AC to ensure JC has up to date bank statements for GLT.</p>