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No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	50/2011	05.12.11	Business Cycle – Future meetings	A VfM paper and Future Cost Model of BTP to be submitted in July	MN	July 2012	
2	53/2012	29.11.12	BTP 2013/14	BTP to provide a breakdown of the budget by the end of February so it can be presented to the March Finance Group.	SH	March 2013	The detailed budget breakdown will be presented to Finance Group in March.
3	53/2012	29.11.12	BTP 2013/14	BTP to present to the January meeting a breakdown of the £3.1m savings including which are new initiatives and which are current schemes.	MN	January 2013	Complete. These were presented to the full Authority meeting on 13 December in the Finance summary paper.
4	53/2012	29.11.12	BTP 2013/14	A cover paper on the BTP budget be prepared for the Chair of the Finance Group and presented to the Authority in December.	LP	December 2012	Completed.
5	53/2012	29.11.12	BTP 2013/14	BTP to ensure that the risks in the budget are reflected on the risk register, if they were not already.	MN	January 2013	Complete. The risks, as listed in paragraphs 4.21 to 4.26 of the MTFP paper presented to November's Finance Group, have been provided to the Risk Team for consideration of inclusion in the SRR. The updated SRR is due to be presented to Audit Committee in March.
6	55/2012	29.11.12	PSA Charges update and Governance arrangements	The Authority Executive to write to Network Rail requesting updated footfall information	AF	January 2013	Verbal update from AF at the meeting
7	56/2012	29.11.12	Any Other Business	BTP to submit to Andrew Figgures a business case requesting the additional spend required to complete the project.	MN	January 2013	Complete - agenda Item 8.

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Key:

AF	Andrew Figgures
LP	Liz Pike
MN	Mark Newton
SH	Simon Hart

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