

Trustees:  
Mr R. Szarama.  
Mr T. Zarzycki  
Miss A. Lokaj

Registered under the Charities Act 1960 No. 264998 Inland Revenue Ref. CC1208

## Comittee Meeting Agenda

12 March 2025 at 6.30pm (approximate time of meeting 2h 15min)

|    |  |                         |                            |
|----|--|-------------------------|----------------------------|
| 1  | Opening of the meeting   | AŁ                      | 1 min                      |
| 2  | Statement of persons present at the meeting  | AŁ                      | 1 min                      |
| 3  | Declaration of quorum for voting   | AŁ                      | 1 min                      |
| 4  | Reading and approval of the agenda by vote   | AŁ                      | 5 min                      |
| 5  | A declaration by the trustees whether any of the voting topics cause them to have conflict of interest   | AŁ/TZ/RS                | 1 min                      |
| 6  | Amendments to and voting on the Report from the previous Committee Meeting (Report was/is available on the centre's website and on the Whatsapp group);  | AŁ                      | 3 min                      |
| 7  | Treasurer's financial report<br>- discussion and vote  | EN                      | 10 min                     |
| 8  | New Members - candidates and voting  | all                     | 5 min                      |
| 9  | LPC Funding Information update   | TZ                      | 5 min                      |
| 10 | Risk Assessment workshop report and LPC strategy   | AŁ                      | 20 min                     |
| 11 | Reports from the working groups<br>- Membership and hall hire<br>- Admin:<br>- Forms and documents (President, Deputy, Treasury, Secretary, Committee Members – roles and responsibilities and other);<br>- Preparation plan for AGM | EN<br>AŁ/AB<br>AŁ<br>AB | 25 min<br>10 min<br>10 min |

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|    |  |       |        |
|----|--|-------|--------|
|    | - Communication/newsletter   | AP    | 5 min  |
| 12 | Report from the Meeting with Polish Catholic Mission regarding the use of the Centre | AŁ    | 5 min  |
| 13 | Summary of recent events   | AŁ/EN | 5 min  |
| 14 | Any Other Business   | all   | 10 min |
| 15 | Reminder and setting up for future meetings:<br>AGM - 10 May 2025<br>June meeting    | AŁ    | 3 min  |
| 16 | Closing of the meeting   | AŁ    |        |