
#	Item	Lead	Time	For
1	Welcome, apologies, quorum	Chair	5 min	Information
2	Declarations of interest	Chair	2 min	Information
3	Minutes of last meeting and matters arising	Secretary	10 min	Decision
4	Treasurer's report	Treasurer	10 min	Decision
5				
6	Any other business	Chair	5 min	
7	Date of next meeting	Chair	2 min	