



**CHAWTON PARK SURGERY
PATIENT PARTICIPATION GROUP
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON 22nd MAY 2023**

1. Welcome and Apologies

Present: Ian Saunders, Alan Matthews, Anthony, Allison, Patricia, Charles, Nicky, John, Pam, Barbara, Sandie, Jane.

Apologies: Cathy, Susan, Jacqui, Karen .

2. Minutes of the last Annual General Meeting held on 12th October 2022

These minutes were agreed as an accurate record of the meeting.

3. Practice Report

IS began by thanking NW for her hard work and support to the PPG. NW thanked the committee for their hard work and support over what had been a challenging year. It was really appreciated.

4. Chair's Report

IS gave an overview of his report.

PS wondered if it would be helpful to identify the “positive progress” referred to in the final paragraph of the report. IS listed the re-introduction of the Newsletter, the Slide Show for the waiting room, and the building of the team on the PPG bringing together different views and skills.

NW confirmed that KS was looking into the issues appertaining to the electronic distribution of the newsletter. It was also agreed that the PPG agenda would be placed on the website prior to a meeting and the minutes following a meeting.

CK felt that it was important for clear priorities to be agreed for the following year. These priorities could be informed by the surgery and by the PCN network.

IS suggested that the next full meeting of the PPG (20th June 2023) should have a single item – ‘Priorities for the next year’. This would include the work with SS has done on the National Association for Patient Participation (NAPP) and any priorities from the PCN (NW to liaise with Debbie at the PCN). Information may also come from the Integrated Care Board (ICB) – PS attends this and she confirmed that IS had been to confirm his attendance as well.

The Chair's report was accepted by those attending. PJ asked that the minutes should record thanks to IS for his work as Chair.

5. Treasurer's Report

BW confirmed the amount of £1,153.04 in the bank – there had been no movements in the account since the last AGM.

BW suggested that thought needed to be given to how this money needed to be spent and, if it was spent, how the funds would be replaced. It was agreed that the Priorities discussion mentioned above may well inform some financial outlay. Any financial outlay or expenses incurred would, of course, always be for the benefit of and in the best interests of the patients.

The Treasurer's report was accepted by those attending.

6. Election of Committee

Jacqui Falder had tendered her resignation. The remainder of the committee were happy to continue for the following year.

John Jacobs, who had been co-opted on to the committee during the last year, was voted on to the committee (proposed by SS and seconded by AS).

7. Election of Officers

Chair – Ian Saunders	Proposed: PJ	Seconded: JJ	Unanimous
Vice-Chair – Alan Matthews	Proposed: IS	Seconded: PJ	Unanimous
Treasurer – Barbara West	Proposed: JW	Seconded: PS	Unanimous
Joint Secretaries – Cathy Smith and Jane Woodward	Proposed PS	Seconded: SS	Unanimous

8. Review of Terms of Reference

Following consideration, it was decided that no amendments were needed at this time. It was noted that the Activities section would prove useful in the Priorities discussion at the next meeting.

9. Questions from those present

None

10. Dates of next two Committee Meetings

5.30pm, 20th June 2023 at Chawton Park Surgery
6pm, 19th July 2023 at Chawton Park Surgery.

