



MINUTES OF THE AGM MEETING HELD AT THE DEEPINGS PRACTICE AT
2 P.M. ON TUESDAY 16 OCTOBER 2012.

The Chairman welcomed everyone to the meeting.

1. Present: Mrs Margaret Parkinson (Chairman), Mr David Wragg (Vice-Chairman), Mrs Heather Purllant (Treasurer), Mrs Marion Brown (Secretary and Car Scheme Co-ordinator), Mrs Daphne Harrison, Mrs Sybil Hopkins, Mrs Janet Quinn, Mrs Patricia Talbot, Mr Jim Winstone, Members, and Mrs Jackie Sterling (Operations and Facilities Officer for The Deepings Practice).
2. Apologies: There were no apologies for absence.
3. Minutes: The minutes of the previous AGM held on 1 November 2011 were read and proposed accepted by Mrs Hopkins, and seconded by Mrs Purllant.
4. Chairman's Report: Mrs Parkinson read out her report for the year, (attachment 1). It was proposed accepted by Mr Wragg and seconded by Mrs Talbot.
5. Treasurer's Report: Mrs Purllant produced the annual accounts, (attachment 2) saying that those drivers who returned excess monies received to the car scheme added a substantial amount over the year. The main expenditure had been on the drivers' social event in January and on the garden bench presented to Mrs Denham when she retired from the Committee. Mrs Quinn observed that the figures on the expenses side did not add up and on investigation it showed that the 50 spent on the garden bench had been shown individually and also within the amount shown as 'stationary'. The correct figure for stationary should be 57.72. The accounts were then proposed accepted by Mr Wragg and seconded by Mrs Hopkins. ____
6. Car Scheme Co-ordinator's Report: Mrs Brown read her report (attachment 3) which was proposed accepted by Mrs Harrison and seconded by Mrs Quinn.
7. Election of Officers: The Chairman, Vice-Chairman and Treasurer were returned unopposed and proposed accepted by Mrs Talbot and seconded by Mrs Hopkins. Mrs Brown reaffirmed her intention to stand down as Secretary to concentrate on the ever growing car scheme. Mrs Daphne Harrison volunteered to take on the duties of Secretary.

8. Resignations: There had been two resignations from the committee, Mrs June Denham and Mrs Ruth Haw. Mrs Harrison and Mr Winstone were accepted as permanent members of the committee.

9. Constitution: The amended constitution was read prior to adoption and Mrs Brown asked for two points to be clarified. The first being the last sentence in Section 3 on Membership which said that any membership requests would be submitted to the Chairman no later than the date of the publication of the agenda. Mrs Brown pointed out that the agenda was not published or put on notice boards. It was agreed that the agenda should be published alongside the publication date of the AGM in future. The second query was on Section 6 regarding co-opted members votes and it was explained that only co-opted members making up the full strength of 10 members of the committee had the right to vote. The Constitution was then accepted and signed by the Vice-Chairman and Treasurer.

10. Any Other Business: Mrs Parkinson said that Peterborough City Hospital were in talks with a private firm which was taking over the running of the car parks. There is a ratio of disabled spaces to public parking spaces. The voluntary bays will be the original six bays adjacent to car park F. Should volunteer drivers be unable to park there and have to use a paying bay they can take the ticket to the main reception desk to have it stamped and thereby not have to pay parking charges.

Mrs Parkinson suggested that another drivers' social evening should be considered for January and this can be discussed at the next meeting. She also suggested that a small gift such as a bottle of wine might be given to retiring drivers.

Mrs Sterling thanked all the members who had helped with the flu clinics. Whilst Mrs Harrison had found the Treatment Suite reception staff very helpful, Mr Winstone had felt that he was side-lined and ignored. It was suggested that next year perhaps the helpers could wear a sash which would alert patients to the fact that they were there to help direct people to the right location.

A new clinical system was being installed at the beginning of December. Patients should not notice any difference. Dr Marshall was finally retiring on 20 December and he was not being replaced by a partner but by a salaried doctor.

Last year's survey was thought by the doctors to be the best yet, and this year's survey would be during the last two weeks in November.

The date of the next AGM was announced as Tuesday 8 October 2012, and the next PPG meeting will be on Tuesday 11 December 2012. There being no further business the meeting closed at 2.40 p.m.

Patient Participation Group Chairperson's Annual Report October 2012

We have achieved a great deal this year and have been much more involved with The Practice meeting all the objectives required by the PCT which has secured some extra funding for The Practice.

In November I attended The Rural Transport Forum at Conningsby. The main speaker was from The Community Transport Association who distributed a package explaining their role in assisting voluntary driving schemes with advice and support. Lincolnshire County Council has secured membership for all voluntary driver groups for three years which they hope will provide a buffer if they do not continue to receive their annual grant from central government to support community transport.

We held promotional days at Market Deeping and Glington in December and February to encourage more patients to be come involved by attending our meeting or becoming part of the patient reference group on line. Training days have been held in the use of the new check in system in which we played an active part. We are current involved in assisting with "The Flue" Clinic.

In March we assisted with the distribution of surveys and the interviewing of patient in The Practice waiting room to have their views on how the practice could improve. This was presented to The Practice Partners for their consideration and next years objectives for the PPG agreed after consultation with the PPG.

At our meeting in March Dr Phipps updated us on the results of the appeal by The Practice against the decision of Lincolnshire PCT determination off the ruality of parts of Deeping Saint James. The appeal was lost and The Practice can no longer dispense to parts of Deeping Saint James which will affect the income of The Practice.

The Code of Conduct for the car scheme drivers and the Co-ordinator have been updated and accepted. We have reviewed our constitution and made some minor changes which have been accepted in principle.

The car scheme which we manage with the support of Lincolnshire County Council continues to flourish and our thanks go to all those involved in this valuable service.

Finally I would like to thank the committee for their hard work and commitment. Next year will bring new challenges which I feel confident we will be able to meet.

M.P.Parkinson