



## **Minutes**

### **Patient Participation Group Annual General Meeting**

**held on**

**Tuesday 12<sup>th</sup> November 2013 at 2pm at**

**The Deepings Practice**

1. Present:

Mrs Margaret Parkinson (Chair), Mr David Wragg (Vice Chair), Mrs Heather Purlant (Treasurer), Mrs Daphne Harrison (Secretary), Mrs Marion Brown (Car Scheme Co-ordinator), Mrs Sybil Hopkins, Mrs. Patricia Talbot, Mrs Janet Quinn, Mr Jim Winstone. Dr K Rigg, Mrs Jackie Sterling (The Deepings Practice). Mr Steve Robertson.

2. Apologies:

There were no apologies

3. Chairman's opening remarks:

The Chair opened the meeting at 2.00 p.m. and welcomed Dr Rigg to the AGM.

4. Minutes of the AGM held on 16 October 2012:

The minutes of the AGM held on 16 October 2012 were agreed.

Proposed by Mr David Wragg and seconded by Mrs Sybil Hopkins.

5. Matters arising:

There were no matters arising.

6. Chairman's Report:

The Chair presented her annual report. Copy attached at Annex A.

Proposed by Mrs Sybil Hopkins and seconded by Mrs Janet Quinn.

7. Treasurer's report:

The Treasurer tabled the annual accounts. These were audited on 6<sup>th</sup> November 2013 by Mr Talbot. Copy attached at Annex B.

Mr Talbot was appointed auditor of the accounts for a further year.

Proposed by Mrs Pat Talbot and seconded by Mrs Marion Brown.

8 Car scheme co-ordinator's report:

The co-ordinator tabled the car scheme annual report. Copy attached at Annex C.

Proposed by Mrs Janet Quinn and seconded by Mr David Wragg.

9. Resignation of Committee Members and  
Resignation of Executive Members

As required by the Patient Participation Group Constitution all members of the Committee resigned from their position as committee members and the executive resigned from the position of Chair, Vice Chair, Treasurer and Secretary.

10. Election of Committee Members

All members of the Committee were willing to stand for re-election and were returned unopposed.

Mr Steve Robertson stood for election to the committee and was proposed by Mrs Daphne Harrison and seconded by Mrs Janet Quinn.

This brings the committee members to ten.

11. Election of the Executive Members.

The Committee Executive were willing to stand for re-election and were returned unopposed:

Chairman:	Mrs Margaret Parkinson
Vice Chairman:	Mr David Wragg
Treasurer:	Mrs Heather Purlant
Secretary:	Mrs Daphne Harrison

Mrs Marion Brown was willing to continue as the Car Scheme Co-ordinator and vote of thanks was recorded for her dedicated work in running the car scheme.

12. Constitution

Proposed changes to the Constitution

- (i) Clause 4. That the date of the AGM be moved from October to November:

As the PPG meetings were now bi monthly rather than quarterly it was proposed to permanently move the AGM from October to November.

This was agreed unopposed.

- (ii) Clause 8. That the Quorum for the Annual General Meeting be reduced from eight members to seven.

The Constitution states that the committee shall consist of ten members elected at the AGM. The current requirement for eight members to form a Quorum for the AGM is a small margin. It was suggested that this be changed to seven members to avoid the possible cancellation of an Annual General Meeting or a Special General Meeting.

This was agreed unopposed.

- (iii) To make an addition to the Constitution to reflect the Annual Objectives proposed and agreed by the Patient Participation Group.

This was agreed and suitable wording is to be found.

The AGM closed at 2.35 p.m.