



## Minutes

### Patient Participation Group Annual General Meeting

Held on

Tuesday 8<sup>th</sup> November 2016

At the Deepings Practice

1. **Present:** Mrs Margaret Parkinson (Chair), Mrs Daphne Harrison (Secretary), Mrs Heather Purlant (Treasurer), Mrs Jennifer Blake, Mrs Marion Brown, Mrs Janet Quinn, Mrs Helen Perkins. Dr K Rigg and Ms Jackie Wright – The Deepings Practice

Also present were: Mr Graham Harris, Ms Kate Osborne, Ms Sue Boardman, Ms Linda Moment and Ms Jenny Collins.

2. **Apologies:** Mr David Wragg and Mrs Pat Talbot.

3. **Chair Person's opening remarks**

The Chair welcomed the committee members to the Annual General Meeting and extended a warm welcome to all those present.

4. **Minutes of the last meeting**

The minutes of the Annual General Meeting held on Tuesday 10<sup>th</sup> November 2015 were agreed.

Proposed by Mrs Heather Purlant and seconded by Mrs Helen Perkins

5. **Matters Arising**

There were no matters arising.

6. **Chairman's Annual Report**

The chair tabled and read her annual report. There were no questions from the committee.

Proposed by Mrs Heather Purlant and seconded by Mrs Janet Quinn

7. **The Annual Accounts**

The Treasurer produced the annual accounts and copies were circulated. The accounts stood at:

Main Account – Base Reward

Opening Balance £746.06  
Closing Balance £448.47

Car Scheme Account

Opening Balance £365.86  
Closing Balance £189.14

There were no questions from the committee and the accounts were agreed.

Proposed by Mrs Jennifer Blake and seconded by Mrs Helen Perkins

8. **Appointment of Auditor**

The chair proposed that Mr R Talbot be appointed as auditor for a further year and this was agreed.

Proposed by Mrs Margaret Parkinson and seconded by Mrs Marion Brown

9. **Car Scheme Report**

It was reported that the car scheme had, regrettably, been suspended in April 2016 due to the lack of a co-ordinator and that the committee had been working to reinstate the car scheme as soon as possible.

The appointment of two co-ordinators – one as the lead co-ordinator – had been made.

A meeting with the drivers was to be arranged to introduce the co-ordinators and to explain the small changes to the administration of the scheme.

It is proposed – subject to completion of outstanding tasks and having insurance in place – to re-launch the car scheme on the 9<sup>th</sup> January 2017.

10. **Resignation of Committee Members**

In accordance with the Constitution all members resign annually and are eligible for re-election. Mr Jim Winstone was not standing for re-election and Mrs Sybil Hopkins had retired.

11. **Election of Committee Members**

All those standing for election were returned see Attached result sheet.

12. **Resignation of Executive Members**

In accordance with the Constitution the executive resign annually and are eligible for re-election.

13. **Election of Executive Members**

The Chair, Treasurer and Secretary were returned. A proposal to remove the position of Vice Chair from the constitution was carried by a majority vote of four to three.

14. **The Constitution**

It was agreed that the constitution needed to be updated to reflect the changing business of the committee and that this would be addressed throughout the coming year.

15. **Date of 2017 Annual General Meeting**

The next Annual General Meeting of the Deepings and Glington Patient Participation Group will be held on the 14<sup>th</sup> November 2017.

There being no other business the Annual General Meeting 2016 closed at 2.20 p.m.



The Deepings Practice Patient Participation Group Annual General Meeting 8 November 2016  
 Committee members and the executive stand down annually at the AGM and are eligible to stand for election

<b>Committee Members</b>	<b>Standing for election</b>	<b>Result</b>
Mrs Jennifer Blake	Standing	Elected
Mrs Marion Brown	Standing	Elected
Mrs Daphne Harrison	Standing	Elected
Mrs Margaret Parkinson	Standing	Elected
Mrs Heather Purlant	Standing	Elected
Mrs Janet Quinn	Standing	Elected
Mrs Pat Talbot	Standing	Elected
Mr David Wragg	Standing	Elected
Vacancy	Mrs Helen Perkins	Elected
Vacancy		
<b>Co-opted Members</b>		
Mrs Helen Perkins	Standing as Full Member	
<b>Retired Members</b>		
Mrs Sybil Hopkins	Retired	
<b>Resigned Members</b>		
Mr Jim Winstone	Resigned	

#### **THE EXECUTIVE**

<b>Position</b>	<b>Member</b>	<b>Standing for re-election</b>	<b>Result</b>
Chair	Mrs Margaret Parkinson	Standing	Elected
Treasurer	Mrs Heather Purlant	Standing	Elected
Secretary	Mrs Daphne Harrison	Standing	Elected