

**Annual General Meeting of the
Old Town Surgery Patient Participation Group (OTS PPG)
Old Town Surgery
11 July 2013 18:45**

Attending:

(ML) Margaret Lay – Chair
(HS) Hayley Slatter – Practice Manager
(ES) Elaine Sullivan – Secretary
(RF) Richard Fuller – Treasurer
(TB) Terasa Beach - Vice Chair
(BB) Beryl Bowles
(KT) Krystyna Tworek
(MC) Maurice Cleary
Dr Ben Basterfield

Apologies from:
none

Virtual membership
(email only)

AGM Agenda

1. Apologies
2. Minutes of the last AGM
3. Chairperson's report
4. Treasurer's report
5. Practice Manager's report
6. Patient survey
7. Election of Officers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. Treasurer
8. Any other business
9. Date for next AGM

1. Welcome and apologies

No apologies were given for the meeting.
The Chair welcomed the PPG members to the AGM.

2. Minutes of the last meeting.

Minutes of the last meeting where agreed as an accurate reflection of the last meeting.

3. Chairperson's report

A copy of the Chairperson's report is shown in Appendix A.

4. Treasurer's report

New Treasure in post. Not much to report.

New building society account set up, passbook received.

Financial report £40 in building society account

£34.20 in petty cash

MC asked for the process when paying speakers for Open Evenings. So far current process has been to pay in cash, however, PPG will consider issuing receipts upon request.

5. Practice Manager's report

The Practice Manager's report is available via the Old Town Surgery website and upon request. Brief synopsis provided below.

First AGM March 2012, established a Patient Participation Group (PPG) with a smaller Patient Representative Group (PRG) who would meet on a regular basis to support the objectives of the PPG and surgery.

Current PPG demographics – 36 members in total

7 patients are PRG members

29 are virtual members

The PRG meet every 2nd Thursday of the month. Minutes are posted onto the surgery website. Meetings are open to all members of the practice.

Various members of the PRG attend the PPG Forum meetings which were initially set up by LINK but are now run by HealthWatch (England).

For a full copy of the Practice Manager's report, please follow the link to the PPG page on the surgery website (<http://www.oldtownsurgery.com/>)

All attendees of the AGM were asked to review the current literature of the Old Town Surgery (leaflets distributed at the AGM) and report back by 15 August (next PPG meeting)

ACTION: All members to review OTS literature by 15 August 2013

6. Patient Survey

This is also available on the Old Town Surgery website. The PPG members are asked to review the Patient Survey and with the GPs and Practice Manager, agree the objectives for 2013/2014.

ACTION: All members to consider next year's objectives at next PPG meeting 15 August 2013

7. Election of Officers

It was agreed that as all the Core committee members had not been in post for too long, that they be asked to stay in post. This was proposed by Krystyna, seconded by Beryl.

All core committee members agreed to remain in post. This is in accordance with the PPG constitution.

8. AOB

Speakers. MC confirmed he will be informing PPG of potential speakers. So far one in the pipeline on Diabetes. MC to email HS details of the speaker.

Other topics being delivered at the GWH:

Dementia

Snoring

Heart Disease

Embarrassing bodies

Diabetes

Consideration was being given to the next lecture on Men's health and Prostate Cancer. The GPs have connections with Mr Iacovou who may be approached to speak on this topic.

Practice to agree quarterly cycle of speaker events or similar which we can plan to hold such events. Dates for consideration are:

September

November

February

In between these periods they will be opportunities for fundraising and generating awareness through such things as the Flu Clinic which is usually in October.

9. Date of next AGM meeting:

The next AGM will be on Thursday 10th July 2014 at 18:45.

The next PPG meeting will be Thursday 15th August at 18:45.

Chairperson's report for year ending 27 June 2013.

Good evening ladies and gentlemen.

I, Margaret Lay was asked to fill in for the absent Chairman who eventually retired from office; I was then appointed Chairperson on 18 March 2013.

This means I have only four months to officially report on.

Objectives of the PPG are:

- To discover what a range of patients think about services and to establish priorities
- Enhance communication and develop a partnership between patients and staff
- To promote an effective way for patients and GP surgeries to work together to improve services and to promote health and improved quality of care for all

Another objective of the PPG as I am sure you are aware is to arrange regular lectures on appropriate medical conditions for the patients to attend. Our aim is to be able to provide this free of charge for the patients. Therefore we have agreed to support this by fundraising one way or another.

Our first lecture was held at the practice on 24 April and was presented by Dr Manchip. He gave a lecture on Dementia awareness, which was well attended and received positive feedback.

During the evening a tombola and refreshments along with donations enabled us to cover expenses with a surplus of £34.

We now have a bank account. The Treasurer and I opened an account with Coventry Building Society. Designated for three signatories on which any two are required to withdraw monies.

All the forums held in Swindon and have been attended by at least one member of the PPG committee.

The vice Chair became vacant. Terasa Beach is our new vice Chair. She was voted in by the committee.

The Group's constitution has been updated and approved by the committee; copies are available on request.

As you are aware our intention is to keep the lectures free of charge, therefore any ideas for added fundraising would be appreciated and taken on board for future planning.

Sponsorship may be from a chemist or drugs company who already do business with the Surgery and would like to pay the cost of our guest speaker for the particular evening.

The PPG are interested in similar free lectures being held at the GWH. This is currently being investigated.

The PPG are open to consideration of a broader covering of topics but need to be thoughtful that not all subjects may be suitable for a mixed audience.

The PPG committee are going to be creating a programme of events and will be advertising further lectures which, I sincerely hope you all will support.

Thank you

Margaret Lay
Chairperson, OTS PPG