

GREAT HARWOOD MEDICAL GROUP

PATIENT PARTICIPATION GROUP AGM

Date & Time: Tuesday 12th March 2019
1.30 pm

Venue: Meeting Room
Great Harwood Health Centre

Members Present: Pauline Quinn, Carol O'Brien, Colin Cooper, Kevin Dean, Gerald Rostron, Alison Middleton, Christine Jackson, Margaret Duckworth, Alan Wilkinson, Julia Ashworth, Debbi Whitwell.

1. **Apologies** were received from; David Cockett & Sarah Lord

Pauline **welcomed** everyone to the 2019 AGM, with everyone introducing themselves.

Acceptance of the 2018 AGM Minutes

Proposed - Colin Cooper Second – Kevin Dean

Matters Arising; from 2018 AGM

Visit to the Hospice – to send email around to see who is interested.

2. **Organisation of the Group (elections)** - Terms of Reference 6.1 – 6.2
Membership of the Group – Terms of Reference 3

CHAIR PERSON – Pauline Quinn

Proposed - Margaret Duckworth Second – Julia Ashworth

VICE CHAIR PERSON – Sarah Lord

Proposed Pauline Quinn Second – Carol O'Brien

SECRETARY – Carol O'Brien

Proposed - Pauline Quinn Second – Julia Ashworth

It was discussed that to take some ownership (and thus taking work from Sarah) for our own finances and given that hopefully we will increase our fund raising during 2019, that it would be a good idea to have a Treasurer.

The Terms of Reference needed to be amended to allow this action. All were in favour.

Proposed addition to; Terms of Reference of the Patient Participation Group;

4.2 The committee will be composed of a Chair, Vice Chair, Secretary **and Treasurer** and between four and six members, to be agreed at the AGM.

Other members will be co-opted as required.

Proposed - Alison Middleton

Second – Christine Jackson

TREASURER – David Cockett

Proposed - Colin Cooper

Second – Julia Ashworth

3. Secretary's Yearly Report 2018/19

The group presented no questions.

Proposed – Kevin Cooper

Second – Gerald Rostron

4. Aims of the Group & Activities

– Terms of Reference 2.1 – 2.2

– Terms of Reference 4.1 – 4.8

As a direct request from; Dr Ireland and Dr Tyagi we are to continue looking into 'loneliness; coffee morning, activity board and new activity booklet.

Money ; so we can purchase something else that would help the Patients and Practice.

Survey; Practice to look into subject matter. Could possible link into our 'loneliness' situation.

Newsletter; to produce four per year.

5. Meetings of the Group

- Terms of Reference 5.1 – 5.4

4 per year

6. Any Other Business - None