**GREAT HARWOOD MEDICAL GROUP (GHMG)**

**PATIENT PARTICIPATION GROUP**

**AGM – Tuesday 25th February 2025 1.00pm**

**Members Present;** Sarah Lord, Lindsay Williams, David Cockett, Alan Wilkinson, Sue Hanson, Trish Hill and Edina Gubas

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| **Item** | Minute | Action |
| 1. | **Apologies;** Julia Ashworth, Margaret Morrison, Christine Jackson, Anita Flemming**Chairman’s Welcome;**Lindsay welcomed everyone to our AGM, especially our two new members; Sue Hanson and Trish Hill**As there were no recommendations to change the Terms of Reference these shall remain unaltered.** |  |
| 2. | **Organisation of the Group (elections)** Terms of Reference 4.1 – 4.2 Membership of the Group Terms of Reference 3**The Election of Officers**CHAIR PERSON - Lindsay WilliamsProposed - Carol O’Brien Second - Alan WilkinsonVICE CHAIR PERSON - Sarah LordProposed - Lindsay Williams Second - Alan WilkinsonSECRETARY - Carol O’BrienProposed – David Cockett Second - Lindsay WilliamsTREASURER - David CockettProposed - Alan Wilkinson Second - Lindsay Williams**We have 11 members who regularly attend**;Dr A Tyagi, Dr J Ireland, Sarah Lord, Lindsay Williams, Carol O’Brien, David Cockett, Julia Ashworth, Christine Jackson, Alan Wilkinson, Margaret Morrison and Anita Flemming.Therefore we accomplish points 3 and 4 of our Terms of Reference |  |
| 3. | **Secretary’s Yearly Report** This report was circulated to all members prior to the AGM.It was stated as very comprehensive but there were no questions raised. |  |
| 4. | **Treasurer’s Yearly Report** This report was circulated to all members in the meeting.Treasurer David reported that there had been little activity over the previous year with no ‘money making’ events held. The only expenditure was the NAPP subscription. He was thanked for putting the report together and for his work in 2024. |  |
| 5. | **Aims of the Group & Activities** – Terms of Reference 2.1 – 2.2 We are still not completely representative of our whole communitySteps taken;Contacted local politician; Noordad Aziz and our local Imam; Rasheed. However we have had no response.Trish and Lindsay will endeavour to contact Shontie who may be able to help. It was discussed that a new campaign for members generally could be done this year eg redesign advertisement, contact 6th Forms and Colleges. Terms of Reference 5.1 – 5.85.1 4 **Meetings, 1 Survey, 4 Newsletter, Notice Boards**Also;* To attend Flu Clinics 2025
* To re-produce our new notice boards on the Rishton site. Alan could help with cost of craft materials.

5.2 **Meetings, emails between Secretary/Chair and Practice Manager*** Emails are used in-between meetings
* To attend a Partners meeting and present what we’ve achieved over 2024

5.3 **Produced 4 Newsletter and sent out via email, FaceBook, Practice Website*** Sarah stated that no-one gets it sent out by post.
* It was decided that Newsletters should now be again available on Reception.
* The Community Activity Booklet shall be included on the Agenda for May.

5.4/5.5/5.6 **We produced a Survey and published findings with an Action Plan*** We produced a Survey in December 2023 with findings and an Action Plan released in 2024. Due to the launch of PATCHS in June 2024 it was decided that a repeat survey should not be produced any sooner than 2025.

 5.7/5.8 **We held 4 Meetings and produced 1 Survey with Action Plan*** We held 4 meetings in the year 2023/24 and will do the same during 2025/26.
* We shall re-issue the Survey (from 2024) and publish findings with an Action Plan
 | Lindsey & TrishAll membersLindsay & CarolLindsay & CarolSarahCarol |
| 6. | **Meetings of the Group** - Terms of Reference 6.1/6.2/6.3/6.46.1 Hold 4 meetings and 1 AGM 6.2 Minutes to be sent to members via email, Minutes in Brief placed in the Newsletter, Minutes and Newsletters on Our Practice Website. For 2025 our newsletter is to be available on Reception and Minutes to be placed on our Notice Boards.6.3 A GP shall attend when it’s feasible. 6.4 All meetings to be held in the Practice Library, on a Tuesday at 1pm | All membersCarolGPsPractice |
| 7. | **AGM – AOB**There being no other business the meeting was closed.  |  |