

The New Surgery
128 Canterbury Road, Folkestone

Patient Participation Group Annual General Meeting

Date: 20/03/18 Time: 6.30pm

AGM MINUTES

In attendance:

Jackie Kelly (JK) Practice Manager	✓	Hugh Robertson-Ritchie (HRR) GP/Partner	✓	Geoff Betteridge (GB) Chair	✓	Pat Cocks (PC) Group Member	✓	Danielle Anson (DA) Group Member	✗
Iain Neilson (IN) Group Member	✓	Linda Shaw (LS) Group Member	✗	Kerry Stapleford (KP) Group Member	✗	Felicity Trinder (FT) Group Member	✓	Angela Harrison (AH) Group Member	✓
Hayley Lewis (HL) Group Member	✗	Andrew Lewis (AL) Group Member	✗						

<u>Matters discussed:</u>	Action Required
Welcome JK welcomed everyone to the meeting and new Confidentiality Agreements were signed by all present. JK provided a brief overview of how the group has developed and thanked everyone involved for their participation	No Action Required
Apologies: Apologies received from DA, HL & AL	
Outgoing Chair's Annual Report: As this was the group's first AGM the report covered the period from the inaugural meeting on 08/03/2016 to the present day.	Report to be published with the minutes.
Election of Officers: Chair & Vice Chair both had one nomination. GB was elected as Chair and FT was elected as Vice Chair. The post of Hon Sec remains vacant.	Nominations for Hon Sec welcome
Proposed Amendments to Constitution and Terms of Reference: All above were agreed. It was further agreed that members who were affected by the change in the Constitution will be advised of their removal from the group.	GB/JK to review attendance
Next AGM Date: TBA	

[Signature]
ACTING CHAIR
23/04/2019