Minutes of The Cottons Medical Centre PPG AGM held by Zoom at 6.00 p.m.

on Thursday, 2nd February, 2023

**Present:** Chair -Helen Boto (HB), Vice Chair – John Fryatt (JF), Secretary – Janet Harper (JH),

Treasurer – Jenny Randall (JR), Kate Dawson (KD), Mary Mannion (MM), Patience Brown (PB),

Ann Rooney (AR), Barrie Harper (BH), Chris Sidebottom (CS)

**Apologies:** Sue Wathen, Mary-Anne Burch, Inga Bain, Gwen Cooper

HB opened the meeting by welcoming everybody and apologising for the fact that a number of scheduled meetings had been cancelled, but this was not our doing and was due to circumstances beyond our control. BH stated his disappointment that meetings had been cancelled so often and that the Practice Manager was not in attendance. This feeling was echoed by another member of the PPG who had sent in an email to this effect, but could not be present at the meeting.

1. **Approval of Minutes and Chair Report from the last AGM (3rd June 2021):**

The Minutes and Chair Report from 3rd June 2021 were approved.

1. **Election of 4 Officers:**

As no nominations for the positions of Chair, Vice Chair, Secretary and Treasurer had been received the present encumbents agreed to stay in their positions for a further year and HB requested that a member proposed their re-election en block. BH proposed the re-election and MM seconded his proposal. Officers therefore remained as follows:

Helen Boto – Chair

John Fryatt - Vice Chair

Janet Harper – Secretary

Jenny Randall - Treasurer

1. **Report from the Treasurer**:

JR reported that there had been no activity on the accounts (attached) and the balance remained at

£492.24.

She reported that a letter had been received from the Bank stating that as there was no activity the account would probably be closed. HB and herself had completed a very complicated form which really was not applicable in many instances in an effort to keep the account open, and periodically, in order to satisfy the requirement of activity £1 was paid in. When JR contacted the Bank to find out the outcome of completing the form, the Bank had replied that ’it was being processed’.

Last year, when asked, the Practice Manager had said that the surgery could use more comfortable high-backed chairs and the money in the account could probably be used for this. HB agreed to confirm with the Practice Manager that this was still a requirement.

As we were unable to carry out fund raising activities any more, owing to the flu clinic, which was our main source of revenue from a raffle, now being by appointment only following Covid, it was felt that perhaps we should use the majority of the money for the chairs, or something else which the Practice wanted, and then close the account. We could keep a small amount in petty cash which would cover expenses on stationery required for newsletters etc. It was agreed that if the

situation was reviewed at the next AGM and it remained the same, then closing the account would be sensible.

1. **Report from the Chair**:

This report is attached.

1. **Terms of Reference:**

The meeting felt that no change to the Terms of Reference was necessary.

The 2023 AGM was therefore concluded.