

Minutes of The Cottons Medical Centre Patient Participation Group AGM
Held on Zoom at 6.00 p.m. on Thursday, 3rd June, 2021

Present: Helen Boto (HB) Chair, John Fryatt (JF) Vice Chair, Janet Harper (JH) Secretary, Jenny Randall (JR) Treasurer, Kate Dawson (KD), Ann Rooney (AR), Catherine Aldridge (CA), Gwen Cooper (GC), Mary Mannion (MM), Barrie Harper (BH)

Apologies: Sue Wathen, Mary-Anne Burch, Ann Robinson, Christine Warren, Sam Adams (Practice Manager), Tony Boto

HB welcomed everyone to the meeting. She sadly had to announce the passing last month of one of our members, Brenda McKetty. Brenda had been a friend and stalwart supporter of the PPG and had helped at raffles and fund-raising events, she would be sadly missed. The PPG had sent a card of condolence to her husband, Dennis, and JH had attended her funeral service.

1. Minutes of last AGM on 20th August, 2020:

These Minutes were approved.

2. Election of 4 Officers and Committee:

As nobody had put themselves forward for any of the positions, the four serving officers had agreed to serve another year and Sue Wathen had agreed to join the Committee. HB asked for a proposer and seconder. BH duly proposed the motion and Ann Rooney seconded it.

3. Report from Chair:

The report from HB is attached. HB commented that after the Care Quality Commission (CQC) follow up inspection at the end of 2020, everybody had been extremely pleased that the Practice had been rated overall as 'Good'. The report names JR as Treasurer, but due to the pandemic there had been many problems in signing papers at the Bank to make this appointment official. JR had recently managed to meet with the Bank and was awaiting confirmation that all was in order. She undertook to contact them and investigate how things were proceeding.

4. Treasurer's Report:

In view of the above ongoing situation HB had compiled the Accounts for 2020 – 2021 (attached), which were basically the same as the previous year, with the exception of two amounts taken out of the account, one to purchase a gift for the retiring Practice Manager last year and the other to reimburse JF for photo frames purchased. The balance in the account at the present time was £491.24, which was still to be used when the Practice decided what they wanted to purchase with the money. There had been a suggestion that this should be used to purchase a table and chairs for the staff to use at lunchtime outside in the summer, but this had been rejected as it had been felt that the money was intended for the benefit of patients and not exclusively staff. When the Bank confirmed that they accepted the paperwork for the job of Treasurer to be taken over by JR, HB undertook to hand over all relevant papers.

5. Terms of Reference:

It was proposed that official titles of Officers and Committee member should be listed in the Terms of Reference (attached), but it was not necessary to insert actual names. JR duly proposed the motion and GC seconded it.

HB thanked members for attending and this brought to an end the 2021 AGM.

N.B. This meeting has been recorded for accuracy purposes only.