

Minutes of the Patient Participation Group AGM held at The Cottons Medical
Centre on 24th September 2025 at 6.00 p.m.

Present: Helen Boto (HB) Chair, Janet Harper (JH) Secretary, Jenny Randall (JR) Treasurer, Sue Wathen (SW), Karen Carr (KC), Ruth Stokes (RS), Inga Bain (IB), Lynn O'Shea (LO), David Moreton (DM), Jenny Chatley (JC),

Apologies for Absence: John Fryatt, Tony Mayes, Ann Rooney, Mary-Ann Burch, Gwen Cooper

1. Approval of Minutes of last AGM on 22nd May 2024:

The Minutes of the last AGM were approved as being a true record.

2. Election of Officers:

HB informed the meeting that as she had previously stated, she had intended to resign at the AGM. Prior to the AGM another PPG member, Ann Rooney, had offered to put herself forward for election to the post of Chairperson, but she was unable to attend the AGM. Up until the present, ill health had for some time prevented her from attending PPG meetings.

Discussion took place, but as the majority of those present did not know Ann, they felt unable to elect her for the Chair position. HB therefore said that she would continue for one more year as Chair, but that she would resign after this period of time. It was then suggested that Ann should attend the next PPG meeting on 10th December 2025 and members could meet her and discuss the situation further and perhaps she could take up a position of co-Chair, or Vice Chair.

Subsequent to the meeting and referring to the PPG Terms of Reference, it was noted that these Terms made no provision for a co-Chair, only a Chairperson and a Vice Chair. The present Vice Chair, John Fryatt, wished to resign his position owing to health problems. HB commented that this was most regrettable as John Fryatt had held the position of Vice Chair for some years and had produced many Newsletters and had also used his expertise in undertaking any IT work necessary. The PPG owed him a vote of thanks for all his hard work over the years.

With this resignation in mind, and the restrictions outlined in the Terms of Reference, perhaps it would be more sensible to approach Anne Rooney with the offer of discussing the position of Vice Chair when she came along in December. This would give her a chance to shadow the present Chair, HB, and also give her further time to regain her health and strength.

The Secretary JH, had also intended to resign at the meeting, but as nobody had put themselves forward to take over the position, she also agreed to stay for another year, but would resign at the next AGM. The Treasurer, JR, was happy to remain.

3. Report from the Chair:

HB's report is attached. She expressed her appreciation to JH and her husband who had been producing the recent Newsletters and would shortly put together one for Autumn. She also added her thanks to the Practice Manager, Sam Adams, who attended the PPG meetings and kept the PPG up to date with Practice News. Lastly, her thanks went to the members who attended the quarterly meetings.

4. Report from the Treasurer:

JR reported that no activity had taken place during the year and she held a petty cash float of £67.24.

5. Terms of Reference:

Under the item **Meetings of the Group**, the wording needed to be changed from 'Meetings will take place every second month', to 'Meetings will take place quarterly'. Also reference to the Accounts being audited and a Statement being produced annually by the Treasurer under the headings - **Annual General Meetings** and **Finances**, needed to be deleted as the PPG no longer had a bank account.

HB closed the meeting and thanked those present for attending.

This meeting was recorded for accuracy purposes only.