**WATLINGTON MEDICAL CENTRE**

**Patient Participation Group**

**ANNUAL GENERAL MEETING**

**Minutes of the AGM held on Tuesday 12th November 2024**

**Present:** Dr Nichol, Amy Rossiter (Clinical Care Coordinator)), Margaret Blackburn (Secretary, Minutes), Sue Calver (Treasurer), Robert Barratt, Brian Blackburn, Carolyn Cast, Linda Cole, Brian Long, Roger Lord, Hilary Sangster

The meeting was Chaired by Sue Calver.

**1. Welcome/Apologies**

The Chair welcomed everyone to the AGM.

Apologies had been received from Jane Rose-Land and Amanda Warren

**2. Chairman’s Report [written]**

Judith Leigh had to resign from her position of Chair of the PPG, as she and her husband had moved from the area, but she had sent a written report covering the time that she was the Chair of the PPG.

Judith thanked Dr Nichols, Amy and the staff of the Medical Centre for their support, also Sue Calver the Treasurer and Margaret Blackburn the Secretary. She listed the achievements of the PPG during the previous year, and wished the Group a successful 2025.

*[For the full text see Appendix A below]*

**3. Secretary’s Report [written]**

Margaret outlined the scope of the Secretary’s duties, including her appreciation of the help given by Amy Rossiter the Centre’s Clinical Care Co-ordinator, who was the group’s link with the Centre.

She said what a great Chair Judith had been, and how much her energy and ideas would be missed, but that the group would try to continue the high standards she had set.

*[For the full text see Appendix B below]*

**4. Treasurer’s Report [written]**

Sue explained that the Group had opened its own bank account with HSBC in December 2023.

She listed the £100 received from the Watlington Gossip and the £68 received from the Fete committee. After expenses for Public Liability insurance and hire of the village hall for walks, the balance in the account was £8.60. The Group was waiting for the outcome of further funds/grants applied for.

*[For the full text see Appendix C below]*

Sue had subsequently had a phone call from Emma Burry, who is on the Gossip editorial team, asking for the PPG’s bank account details, so there was a possibility that there might be more funds coming.

The Watlington Bowls Club use the village hall on Monday mornings and Friday afternoons, and have offered that the PPG could use the hall while they are there, which would enable the PPG to do the walks at no cost for hall hire.

Robert Barratt suggested that the PPG might consider having public liability insurance for only 6 months rather than 12 months, to cover the times when it would be most relevant.

**5. Queries and comments on reports from the meeting**

Brian Long said that if income from the Fete and Gossip was not sufficient, each Local Councillor could endorse Council Community Grants up to a total of a £1000 per year, usually dispensed in small amounts of e.g. £100/£200, for any purpose community based. Local Councillors would be Jim Bondi for Watlington, and as the Medical Centre covered a wider area it might also be worth contacting Jim Moriarity for Runcton Holme and Barry Ayres for St Germans. If the Councillors had expended all their current funds, the next allocation period would be from April 2025. It would be worth thinking of other things the group might want to spend money on.

In response to queries, Sue explained that Walk Leader qualifications covered such things as risk assessment, the safety of the actual walk, and planning the route. Walk Leaders also had to answer about 25 questions on walk related topics, such as the protocol of explaining the walk at the beginning. There needed to be a minimum of 2 walk leaders, one at the front and one at the back, and for larger groups, such as more than 20 walkers, a middle leader was also required, but did not necessarily have to be trained.

**6. Election of Committee**

The meeting unanimously voted to endorse the election of the new committee as proposed in the previous Committee Meeting:

Chairman: Margaret Blackburn Proposed by: Carolyn Cast; Seconded: Robert Barratt

Secretary: Robert Barratt Proposed by: Brian Long; Seconded: Linda Cole

Treasurer: Sue Calver Proposed by: Linda Cole; Seconded: Hilary Sangster

**7. Any other business**

Hilary Sangster asked if there were any gatherings for people not wanting exercise. There were various village groups covering a range of activities, but the PPG had not yet arranged anything on those lines as such.

The meeting closed at 7.12.p.m.

Appendix A: Chairmans’ Report

**PPG Chair’s report for the annual general meeting November 2024:**

I have very much enjoyed my time as a member of The Watlington Medical Centre

PPG and would like to thank Dr. Nichols, Amy and the staff for their support.

I would also like to thank Sue Calver our treasurer and Margaret Blackburn our

secretary. They have been a huge support over the last year since I became Chair.

Their commitment has enabled us to develop new initiatives, raise funds, extend our

membership and reach the Watlington Medical Centre Community.

Achievements:

* We held our first meet and greet in January 2024 outside the Medical Centre

where we engaged with around 40 people, explaining the role of the PPG

and encouraging constructive comments, suggestions and concerns.

* We manned a stall at The Rainbow Café in the Village Hall where we

promoted the PPG and encouraged comments and suggestions.

* Sue Calver organised a stall at the Village Fete where again we were able to

spread the word as well as raising some funds through selling items donated

by members of the PPG Committee.

* Sue has organised Health Walks around the village to target both the health

and wellbeing of people who are registered at the Medical Centre. These

walks are proving popular and are going from strength to strength.

* Funds raised together with a donation from The Watlington Latest Gossip

enabled liability insurance cover to be purchased for the health walks and to

pay for hire of the village hall so that those taking part can use the toilet

facilities and enjoy tea and biscuits after the walk.

* There is now a dedicated notice board, a comments box, comment slips and

joining forms at the WMC reception. The list of comments and suggestions

received with outcomes is routinely updated on the Notice Board.

* There is a link on the WMC website to information about the PPG where full

minutes of meetings held can be accessed.

* Margaret writes a piece for the Latest Gossip each quarter to update the

Village on PPG activity.

I moved out of the Village in September and so can no longer be part of the WMC

PPG. I wish all involved a successful 2025.

Judith Leigh

Appendix B: Secretary’s Report

**PPG AGM Meeting 12th November**

**Secretary’s Report**

It has been an interesting time since the renewed PPG came into being in May 2023. It took a little while for the new group to find its feet, but with the help of Amy Rossiter (Clinical Care Co-ordinator) who took over from Kate Alexander as the group’s link with the Medical Centre, several initiatives have been tried.

The Secretary takes notes at meeting and prepares the minutes. The draft minutes are sent to Amy so the Medical Centre can make sure that facts are accurately recoded, and then they are posted on the Centre’s web pages. The Secretary also prepares reports for local newsletters.

We have held Meet and Greet events to try to improve contact with the patient body, the PPG had a stall at the Watlington Fete in summer 2024, and we now have a post box in the surgery waiting room for comments and queries.

Amy has been collecting and passing these messages to the Committee, and we have been trying to record them on a listing on the PPG noticeboard in the waiting room.

Time constraints on Medical Centre staff and committee members has affected the timing of meetings, and explain why the committee meeting and AGM (the first for the PPG for some time) originally planned for October 2024 has had to be moved to November.

Judith Leigh was a magnificent Chair from May 2023 to September 2024, when she moved from the village. We already miss her energy and ideas, but will try to continue the high standards she set for us.

Margaret Blackburn

Secretary

Appendix C: Treasurer’s Report

**WATLINGTON PPG – TREASURERS REPORT**

The group opened its own bank account in December 2023 with Sue Calver as the Treasurer of the group supported by Judith Leigh & Margaret Blackburn

HSBC offered free banking which we will benefit from up to 8th December 2024

The PPG received funding/grants from the Watlington Gossip magazine in the amount of £100 and also £68 received from the Fete committee.

**WATLINGTON PPG – BANK STATEMENT AS AT 31ST OCTOBER 2024**

**Transactions:**

**Date CREDIT DEBIT**

**12/07/24 - Fete Donation 68.00**

**15/07/24 - Grant Watlington Gossip 100.00**

**15/07/24 - Liability Insurance 78.40**

**15/07/24 - Hire of Village Hall for walks 81.00**

 **168.00 159.40**

**Balance in account - £8.60**

We have also applied for further funds/grants and are awaiting the outcome.

We are planning to undertake further health walks in the new year and also look at other forms of exercise initiatives such as chair-based exercise and alpaca walks.