

## Caythorpe & Ancaster Medical Practice Patient Participation Group Annual General Meeting

### Notes from AGM held on Wednesday 24<sup>th</sup> May 2017 at Ancaster Surgery

#### 1. Welcome and Introductions

Present: Elizabeth Cole (Chair), John England (Vice Chair), Doug Vince, Nikki Richardson, Sadie Marshall, John Rose, Alison Nash, Dave Jeffery, Jane Clack and Kate Holley.

In addition, there were 5 representatives of the Practice and 2 patient representatives.

Elizabeth welcomed all those present and introduced Jane Clack as a new member of the PPG. Apologies had been received from Dr Boyd Gilmour, Jean and Brian Burgess.

#### 2. Chairman's Report

The report covers the period January 2016 to March 2017 and includes reference to the setting up of a stand-alone PPG in January, although it is acknowledged that several people had worked on similar lines previously with the Practice. The Chairman's report was previously circulated prior to the meeting with hard copies available on the night. Elizabeth also gave a short summary of her report, (attached).

#### 3. Election of PPG Officers

Prior to the election, the Chairman read the following notice:

Our Constitution does not specify the number of PPG members, nor does it require them to stand for re-election each year. However, office holders (Chair, Vice-Chair and Secretary) do require to be appointed annually.

It is not necessary for office holders to be nominated prior to the AGM. It is sufficient for them to be proposed and seconded on the night. If a particular position is contested (i.e. 2 or more candidates are proposed and seconded), a vote is to be taken and the person with the highest number of votes is to be appointed. In the event of a tie, the Chair has the casting vote, except that in a tie for Chair, the Vice-Chair has the casting vote.

- (i) Election of Chairman – two nominations had been received, these being for Elizabeth Cole and Doug Vince. After being invited to say a few words, proposers and seconders were invited from the meeting. Elizabeth Cole was proposed by John Rose and seconded by Jane Clack. Doug Vince was proposed by Nikki Richardson, but no seconder was received and therefore Doug's nomination was rejected. Elizabeth Cole accepted to continue as Chair.
- (ii) Election of Vice Chair – two nominations had been received, these being for John England and Doug Vince. John England withdrew his nomination part

way through the proceedings, thereafter Doug Vince was proposed by John Rose and seconded by Nikki Richardson. Doug Vince accepted the office of Vice Chair.

Dave Jeffery suggested that more than one vice chair could be appointed, however the constitution requires the office of a single vice chair. Any variation would require an amendment to the constitution outside this AGM.

(iii) Secretary – one nomination had been received for Kate Holley, who was proposed by John England and seconded by Sadie Marshall. Kate Holley accepted to continue as secretary.

4. Any Other Business

The Practice expressed its thanks for the support and effort given by the PPG as a whole, especially for the Care Quality Commission (CQC) inspection, the patient newsletter and the pharmacy application.

5. Date of next AGM

The next AGM will be held in May or June 2018. The date to be confirmed.

6. Closure of AGM

Elizabeth Cole summarised the past year and emphasized the importance of improved sustainability for the group going forward. She thanked the Partners and staff for their constant support to the PPG and to members of the public who had given up their time to attend the AGM meeting.

The meeting closed at 6.25pm