**Minutes of Meads Patient Participation Group AGM**

**Held on Wednesday 18th August 2021 at 6.30pm in the Civic Centre.**

**Present:** Jenny Eadon (Vice Chair), Merrill Plowman (Secretary), Ian Muldoon (Treasurer), Caroline Penman, Carol Muldoon, Roger Isaacson.

Also in attendance, as patients of the Practice: Penny Steele, Paul and Dorothy Sparks, Mr. Whiteway Roberts.

**Apologies:** Janine Williams, Ray Yamin

**Vice Chair’s Welcome.** Jenny Eadon welcomed everyone to the meeting and delivered messages from Charlotte Luck and Peter Griggs

**Message from Charlotte Luck (Practice Manager)**

First of all we wanted to thank you all very much for attending this evening and for expressing an interest in the ‘goings on’ of the Meads Patient Participation Group.

It is an excellent team of people and the Meads feel very lucky to have the PPG’s support, enthusiasm and ideas. We are fortunate to have such a helpful group of people all working together to make our surgery the best it can be.

We would like to formally record our huge thank you to Peter Griggs for his many years on the committee, the last two of which in his role as Chairman. Peter has done a phenomenal amount for the surgery both ‘front of house’ and behind the scenes and he and his wife Gabbi have done a tremendous job of coordinating all of the volunteers for our covid vaccine clinics. We will miss Peter a lot and wish him and Gabbi the very best. We will always remain grateful for the huge contributions they have made.

There are many other patients who have stepped up to support us, especially in the past year and on behalf of the whole surgery, we would like to formally thank them also. We have felt so very supported by our patients and have tried always to do right by them, hopefully this has come across.

We look forward to another year of working closely with our PPG and we look to welcoming some new members on to the committee and getting to know some of you better.

Thanks!

**Message from Peter Griggs (retiring Chairman)**

“It is with considerable regret that I have found it necessary to resign from the Patients Participation Group. This is for personal reasons.

I have thoroughly enjoyed working with all of you on the committee and would like to thank each and every one of you for your unstinting support, good humour and commitment.

I would also like to thank the many volunteers that immediately came forward to assist with the Covid vaccination clinics. A great example of a caring community

Finally, and last but not least, I must thank Gabbi for all the work she has done behind the scenes, not least taking on the mammoth task of organising the 60 odd volunteers undertaking the car park marshalling duties. She will be a hard act to follow. Best wishes to you all.

Peter”

**Minutes of the last AGM (11.4.19) and Matters arising.**

The minutes were duly circulated, accepted and signed as being a correct record. There were no matters arising.

**Chairman’s Report.** The following report from retiring Chair, Peter Griggs, was presented by Merrill Plowman.

**Meads PPG Chairman’s Report August 2021**

We could never have imagined how life would change in the months following our last AGM.

The lockdown restrictions introduced by the Government to combat the Covid 19 pandemic meant that it was not possible to call an Annual General Meeting during 2020 although the committee did meet using Zoom.

Of course, the virus made a huge impact on every aspect of everyone’s life and work, not least the work of the surgery.

To assist the Meads face the resulting additional demands on its services the Patients Participation Group stepped forward and offered to provide whatever practical help it could.

As it had previously assisted with car park marshalling at the annual flu jab clinics, it undertook to assist by providing marshals at the numerous and on-going Covid vaccination jab clinics.

Given the number of vaccination sessions and their timing and duration, this was no mean task, and it was necessary to recruit a large number of volunteers to help us cope with the marshalling.

Within a very short time we recruited the volunteers required; these came from our own committee members, Meads patients, patients from the other surgeries that were using the Meads as the local vaccination hub, and the community at large. It is worth mentioning that a several Uckfield Lions Club members also stepped forward.

These volunteers worked in all weathers, some late into the evening and always without complaint. We are very grateful for their support.

Local business, TR Fastenings, kindly allowed us to use part of their car park for overflow parking which was a great help and for which we thank them, particularly Tracey who is the PPG’s main contact at TR Fastenings.

Other volunteers helped with guiding patients through the vaccination process, placing and maintaining the temporary road signs, assisting with erecting and dismantling the temporary shelter and also with administrative duties.

Our Facebook page and email newsletters were used to good effect to keep patients abreast with clinic times, parking arrangements and other practice news.

The Patients Group is represented on other bodies which have also continued meeting using Zoom. These include The Wealden PPG Forum, where committee member Caroline ably represents us and acts as its Vice Chair, and the Uckfield Dementia Forum where I have represented the Patients Group.

In conclusion I would like to express my sincere thanks to the committee for their continued support and commitment during what has been a most difficult time.

Peter Griggs

August 2021

**Treasurers Report** given by Ian Muldoon

This is a rather unusual report. My job as treasurer is limited, because the PPG has no bank account or even petty cash box. Our expenses are either paid directly by the practice or paid by a PPG member and refunded by the practice. However, we have worked to a budget of £500 annually and in the past the practice has topped us up to this amount at the end of our financial year, normally 31st March.

Since April 2019, we have had no AGM because of the pandemic. Therefore, tonight all I can do is list our outgoings from 1st April 2019 onwards. The PPG has not met face to face since lockdown began, so if there are other items, please let me know.

The other and more constructive side of the treasurer role is to help with fund-raising. But obviously our usual fund-raising for the practice or for charities has not happened since lockdown. It would have involved people meeting together, and handling cash, so it has not been possible. But in autumn 2019, we raised £106.37 for Cancer Research, £160.85 for Know Dementia and £100.00 for Air Ambulance, making £367.22 in total. These amounts go directly to the charities and do not form part of our accounts.

Here is the statement of receipts and payments:

Opening balance, as at 1st April 2019 £360.69

Materials for PPG banner £33.50

Publicity material £13.52

NAPP annual sub (2020) £40.00

Public Liability Insurance £99.31

NAPP annual sub (2021) £40.00

Hall hire for this AGM\*\* £22.86

Total payments for the period £249.19

Total receipts for the period Nil\_\_\_\_

Balance at 17/8/2021, representing current funds £110.50

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There were comments from the floor on the suitability of our current Public liability Insurance and whether we could have had some refund during the Covid pandemic because of lack of risk. It was resolved to look at this at the next Committee meeting.

**High Weald PPG Forum Report** given by Caroline Penman , Vice Chair of the HWPPGF

I represent the Meads PPG on the High Weald PPG Forum which meets about once a quarter (recently on Zoom). It is attended by representatives of the local (High Weald) PPGs. We discuss topics brought to our attention by members and members of the local and Sussex-wide CCGs. We suggest topics for individual PPG meetings, and generally try to assist each PPG. For instance, the Newick surgery doesn't have a PPG (which should be mandatory) - we are trying to get one established!

**Election of Committee Members and Officers**

Up to a total of 10 members to include Chair, Vice -Chair, Secretary, Treasurer

**Election of Chair** – to be confirmed

**Election of Vice Chair.**  Proposed by Merrill Plowman, Seconded by Caroline Penman, it was RESOLVED that Jenny Eadon be appointed Vice Chair for the ensuing year 2021/2022

**Election of Treasurer.** Proposed by Merrill Plowman, seconded by Jenny Eadon, it was RESOLVED that Ian Muldoon be appointed Treasurer for the ensuing year 2021/2022

**Election of Secretary**. Proposed by Jenny Eadon, seconded by Caroline Penman, it was RESOLVED that Merrill Plowman be appointed Secretary for the ensuing year 2021/2022

**Election of Committee Members.** Proposed by Jenny Eadon, Seconded by Merrill Plowman it was RESOLVED that the following be appointed as Committee Members for the ensuing year 2021/2022

Caroline Penman, Carol Muldoon, Roger Isaacson, Janine Williams, Ray Yamin.

No further nominations being forthcoming, the Committee elections were concluded.

**Questions and Comments from the floor.**

1. Difficulty of getting appointments via the telephone to see a practitioner. Question raised by Mrs Dorothy Sparks and Mr Whiteway Roberts.

In addition Mr W-R also expressed problems with hearing and understanding what was said in telephone conversations and expressed the wish for face to face appointments to discuss his medical issues directly.

These seem to be common issues which will need to be raised at a PPG Committee meeting.

2. Mr Paul Sparks asked if there are any plans to expand the practice to accommodate an imminent increase in the town population with all the new build.

3. Mr Whiteway Roberts asked about ongoing articles in the press regarding takeover of some GP practices by American Companies and wanted to know if the Meads is contemplating this.

All these issues will be raised on behalf of the patients at the next committee meeting.

There being no further business the meeting concluded at 7.30pm.