

**FALKLAND SURGERY PATIENT PARTICIPATION GROUP
ANNUAL GENERAL MEETING**

To be held at 7.00 pm on Monday, 16th October 2017

AGENDA

Apologies: Adrian Edwards

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| 1. Welcome & Introductions: Sylvia Grimwood, PPG Chairman | 7.00 |
| 2. a) Approve the Minutes of the 2016 AGM | 7.05 |
| b) Matters Arising from the Minutes | |
| 3. a) Treasurer's Report – John Cooke | 7.10 |
| b) Adoption of report | |
| 4. Chairman's Report – Sylvia Grimwood | 7.15 |
| 5. Election of committee members & officers: | 7.20 |
| <i>Standing for re-election: Sylvia Grimwood, John Cooke,
Elisabeth Whittaker, Adrian Edwards, Bob Hills, Leonie Filbee, Sheila Rein,
Nick Galbraith, Tim Marsh & Adrian Barker</i> | |
| 6. Short break for Refreshments & Raffle Draw | 7.30 |
| 7. A presentation by Dr Alice Devall on "Child Health Care". | 7.45 |

**MINUTES of the Falkland Surgery Patient Participation Group AGM held on
Monday, 17th October 2016 at the Falkland Surgery commencing at 19.00 hours**

Committee Present: Sylvia Grimwood, Elisabeth Whittaker, Leonie Filbee, Sheila Rein, Bob Hills, Tim Marsh

Apologies for absence: Adrian Edwards, John Cooke

- 1 **Welcome:** Sylvia Grimwood, PPG Chairman, welcomed all those present to the AGM.
- 2 **Minutes of the last AGM:** The Minutes of the AGM held on 29th October 2015 having been made available at the meeting, were approved and signed..
- 3 **Matters Arising from the Minutes** - none.
- 4 **Treasurer's Report:** In the absence of John Cooke, Sylvia Grimwood read out the Treasurer's Report which covered the finances of the PPG since the last AGM. A balance sheet was prepared for the financial year ending 4th April, 2016. This was audited by Karen Hayward, the Assistant Practice Manager. A copy of the Balance Sheet was displayed on the PPG notice board in the surgery. The adoption of this report was proposed by Bob Hills and seconded by Nick Galbraith and was agreed by all those present.
- 5 **Chairman's Report:** Sylvia Grimwood gave a brief report on the activities of the PPG. She announced the date of an EGM which would be held to discuss the new appointment system on 28th November 2016. She thanked all committee members for their hard work over the past year and all the staff at the Falkland Surgery.
- 6 **Election of Committee Members**
All committee members stood for re-election. One new member, Nick Galbraith, stood for election and Adrian Barker had indicated that he was interested in standing. The following, were voted in en bloc with the Chairman, Treasurer and Secretary being appointed as indicated:

Sylvia Grimwood (Chairman), John Cooke (Treasurer), Lis Whittaker (Secretary), Leonie Filbee, Bob Hills, Adrian Edwards, Sheila Rein, Tim Marsh, Nick Galbraith & Adrian Barker.
- 7 **Surgery Report:** Dr Titcomb reported that it had been a busy year for the Practice and thanked the PPG for all their help over the past year.
- 8 **Presentation:** The meeting closed and was followed by a presentation from Dr Leigh Williams on "Respiratory Problems".