



BUXTED, EAST HOATHLY AND MANOR OAK
PATIENT PARTICIPATION GROUP (PPG)

Minutes of PPG Committee meeting held at 5.00 pm on 6th June, 2023
Held at Buxted Medical Centre

Present: Bob Ruthven (RMR) (Chair), Alison Ledward (AL), Linda Mason (LM), Martin Ensom (ME), Stephanie Newman (SN)

Practice Representatives: None

	TOPIC	ACTION BY
1.	<p>Apologies for absence:</p> <p>Jonathan Walker, Lynne Fraser, Gina Cuthbertson, gave their apologies. Charlotte Luck and Martha Newman and Dr Perry were unable to attend as the meeting clashed with a covid clinic at the surgery.</p>	
2.	<p>Prospective new members of the PPG Committee</p> <p>Jean-Mary Crozier and Mike Batchelor had expressed interest in joining the PPG Committee.</p> <p>They were both invited to speak to the meeting about their experience and interest in joining the PPG.</p> <p>Following the presentations and some questions, it was explained that new members would be appointed at the AGM on 3rd July, with an election, if there were more applicants than places on the committee.</p> <p>Jean-Mary and Mike then left the meeting.</p>	
3.	<p>Minutes of Meetings on 23rd March and 27th March, 2023.</p> <p>AL suggested that the personal details of the prospective committee members should be redacted from the minutes of both meetings. Also, reference to Guest speaker on 27th march to be removed. Subject to this being done, the minutes were approved by the committee. RMR said he would send AL the final drafts to check before sending them to Charlotte Luck to put on the website.</p> <p>Matters Arising RMR to check if Lynne Fraser had sent a letter of thanks to The League of friends for their generous donation to the practice. Remind Charlotte Luck to send RMR the map of the Practice boundaries,</p>	<p>RMR/AL</p> <p>RMR AL/RMR RMR</p>

	<p>which RMR would circulate to the committee. Remind Charlotte Luck to send RMR the map of the health inequalities within the Practice area, which RMR would circulate to the committee In future, minutes would include a separate section for action by the surgery.</p>	
4.	<p>PPG AGM</p> <p>Format</p> <ol style="list-style-type: none"> 1. The meeting would be held at Buxted Medical Centre on Monday, 3rd July at 7.00pm. 2. The meeting would take place in the reception area. 3. Chairs would be set out to face a table where the Chair and Vice Chair and Secretary would sit. 4. As there was no current Vice Chair, (AL) agreed to take on this role for the meeting. 5. (SN) agreed to act as secretary and take the minutes. 6. RMR agreed to contact the medical centre to check what time we could arrive to set up the meeting. 7. Attendees would be asked to fill in their names on a pre printed sheet which SN would produce. 8. Twenty copies of the constitution of the PPG would be placed on the seats. 9. It is planned to keep the meeting as short as possible (hopefully an hour or less) <p>Process for reappointing existing committee members</p> <ol style="list-style-type: none"> 1. The meeting will be invited to re-appoint existing Committee members as a group, by a show of hands, for or against. 2. Existing members will not vote in this ballot. 3. If there is a majority in favour of retaining all existing members, no further action will be required. 4. If there is a majority against this then each committee member will have to be voted for individually. <p>Process for electing New members to the PPG Committee.</p> <ol style="list-style-type: none"> 1. Anyone interested in joining the Committee would be asked to fill in a nomination form with their name and contact details. AL would produce this form. 2. A proposer and seconder would not be required. 3. If more people wished to join the committee than there were vacant places, a vote would take place. <ol style="list-style-type: none"> a. A blank voting slip would be produced by SN and the names of all prospective committee members written on this form, by hand. 	<p>AL.</p> <p>SN RMR</p> <p>SN AL</p> <p>AL</p> <p>SN</p>

- b. This would then be photo-copied and distributed, to allow all present to select candidates, up to the number of vacancies available.
 - c. The candidates with the most votes would be invited to join the committee.
 - d. Candidates would be advised by email if they were successful or otherwise, to avoid embarrassment.
4. If Less people apply than there are available spaces on the committee, they will be invited to join without an election.

RMR

Post meeting note (PPG Meeting on 8th August) it was agreed to be added that it was subsequently agreed that all members would be elected according to the PPG constitution.

AL

Further Action Required for AGM

- 1. Confirm Angela Hatcher will be guest speaker
- 2. Check that Dr Wright will do the Q and A session (presumably about the practice)
- 3. Email existing committee members to confirm their continued membership and find out who would be interested in being an officer on the committee.
- 4. Place posters advertising AGM.
 - a. Buxted Station (LM)
 - b. Buxted barber (LM)
 - c. Buxted Shop (LM)
 - d. Three surgeries (RMR)
 - e. Ask Linda Pugsley to put poster on Buxted Surgery Screen (RMR)
 - f. Get poster on Website AL

RMR

RMR

LM
LM
LM
RMR
RMR
RMR

AL

Process for Electing Officers for the Committee.

- 1. The committee will need to elect the following officers:-
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. High Wield PPG Forum Rep.
- 2. If the committee is filled (or partially filled) without an election, then a short committee meeting will be held immediately after the AGM to fill these vacancies.

	<p>3. If an election is held, a short Zoom committee meeting will be convened as soon as possible, after the AGM.</p> <p>AGM Agenda</p> <p>1. Introduction and Welcome Welcome attendees to the meeting and thank them for coming Explain the purpose of the PPG (From Constitution) Explain the procedure for electing new members to the Committee</p> <p>2. Apologies for Absence.</p> <p>3. Annual Report</p> <p>4. Election of New Members to the PPG Committee.</p> <p>5. Guest Speaker - Angela Hatcher</p> <p>6. DR Wright - Questions from the meeting</p> <p>7. Close</p>	<p>RMR</p> <p>RMR</p> <p>AL</p> <p>RMR</p>
5	<p>Other Matters discussed.</p> <p>RMR would check with Lynda Pugsley, that she was forwarding any emails received on the old address, to the new one.</p>	<p>RMR</p>
6	<p>Date of Next Meeting:</p> <p>It was agreed that would be desirable to have a committee meeting, reasonably soon after the AGM, to welcome and integrate the new committee members. RMR to check with the surgery, suitable dates from say 25th July until 5th August.</p>	