

**MINUTES OF THE PPG HELD AT 2.00pm on  
WEDNESDAY 13<sup>th</sup> October 2022**

**Present:** Helena Cowin (*Chair*), Eileen Clarke (*Treasurer*), Kathleen Meddeman, Barbara Partridge (*Secretary*), Katrina Waller, Denis Holbrode, Dildar Khan, Sukesh Mayor

**Apologies:** Rikki Heer, Peter Adams

**1. Welcome:**

Helena Cowin welcomed all to the meeting including Sukesh Mayor a new PPG member

**2. Appointments & resignations:**

Dennis Holbrode will take over as Chair with a handover period by current chair

Eileen Clarke is resigning and due to a fundraising function no longer being relevant there is no need for another Treasurer

**3. PPG funds**

The current balance of £1871 will be distributed to 3 charities : St Francis Hospice, The London Air Ambulance up Against Time Appeal, and The Macmillan Emergency Grants ; each will receive £600 with the remaining £71 being held by the new chair Dennis Holbrode as a PPG kitty ; **Eileen & Helena**

**4. Future of PPG**

- (a) A meeting with key members representing the NMC will be requested to establish our future i.e. what is our role and how will the surgery take responsibility to ensure that the PPG has a relevant and appropriate role in supporting them and improving their service to patients. Information about the role of a PPG will be emailed to Jotsan Shrestha (*practice manager*) prior to the meeting with a clear mandate that there is an expectation that a clinical member of the surgery and Kate Stacey (*reception manager*) will also be attending this meeting. **Helena to contact JS with dates**
- (b) If the PPG does have a future it was agreed that we meet quarterly

**5. Date of Next Meeting: To be confirmed following outcome of meeting with surgery**

**6. AOB :** The PPG group would like to meet at some point to say goodbye and thank-you to Helena and Eileen

**\*\* Red indicates action required.**

Signed:

Chairperson

Date: