

**Annual General Meeting of the Victoria Patient Participation Group (VPPG) held on 21st March 2019 at 6pm at the Green Street Practice**

**VPPG Members Present**

Janet French (JF)

Debbie Pennington (DP)

Peter Martin Smith (PMS)

Sue Cook (SC)

Tony Meier (TM)

David May (DM)

Martin Cannon (MC)

John Ungar (JU)

Emma Ducklin (ED)

Lesley Goble (LG)

Keith Stone (KS)

Mike Joly (MJ)

Phillipa Hayes (PH)

Jackie Martin Smith (JMS)

**Apologies:** Peter Diplock, John Masters, Jane Squires, Debbie Rose, Dr Daniela Penge, Julie Brooker

**In Attendance:** Heather King (Practice Manager) (HK),

Sharon McDavitt (Deputy PM)(SM),

**Officers - March 2019 - March 2020**

By a show of hands of those present the following appointments were agreed:

Janet French - Chair

Debbie Pennington - Secretary

## **Annual Report**

The Annual Report – previously circulated – covering the year from March 2018 to March 2019 was agreed.

## **Terms of Reference**

This AGM had effectively been called under the TOR for the Green Street Practice. As the two PPGs had effectively merged in November 2018 it was agreed that the original Terms of Reference should be revised to combine both Practices, with a focus on the new clinic - one Practice going forward. JF confirmed that the TOR had been revised accordingly and had been approved by both Green Street and Enys Road Practice Managers.

## **Code Of Conduct**

The Code of Conduct was agreed with the removal of any reference to friends and supporters.

## **Members**

It was agreed that the application process to join the VPPG should be more formal than at present. An application form will be generated for people who are interested and wishing to join the VPPG.

## **Bank Account**

JF produced a copy Bank Statement confirming a balance of £390. We still have a balance of £390.00. It was agreed to keep the Bank Account name as Green Street PPG until we move to the new clinic when it will become the VPPG. The 3 signatories – JF, SC and TM will continue with 2 signatures required for each cheque.