

## **Minutes of the Victoria Patient Participation Group (VPPG) Annual General Meeting - March 2020**

**Held by the circulation of documents, and any recorded response, by email to meet the restrictions on face to face gatherings imposed by the Government as a result of the Corona Virus pandemic.**

### **Officers for the year March 2020 to March 2021**

#### **Appointment of Chair**

Janet French was duly elected for a further year.

#### **Appointment of Secretary**

Debbie Pennington was duly elected for a further year.

#### **Annual Report : To agree the content of the Annual Report**

The Annual Report for the period 2019 to 2020 was accepted.

#### **Terms of Reference : To agree the adoption of the revised Terms of Reference**

The latest version was adopted following circulation by separate email on 24<sup>th</sup> March to apply from 26<sup>th</sup> March 2020. It was accepted that it may need amending once we have had the chance to discuss Dr Gaffney's suggestion that the VPPG takes a more active role in engaging with the Practice on measured deliverables. At the first opportunity this TOR will be signed by the Practice Manager for Green Street, and the Chair of the VPPG, acknowledging that we may have to re-visit parts of the TOR with the advent of any future mergers.

#### **Bank Account**

##### **To note the balance as at 26<sup>th</sup> March 2020**

As at 26<sup>th</sup> March the balance stands at £262 with no claims outstanding.

##### **To agree the account name**

The bank account is currently held under the name 'Green Street PPG'. It was accepted that we retain this name until we move to the new Clinic.

##### **To agree the budget allocated by the Practice for the coming year.**

This has been previously agreed at £500 per annum. The suggestion had been made that the Practice would look to provide an injection of cash for the VPPG once the Digital Champion funding had been agreed. The recommendation was accepted that we wait to hear the outcome on this unless action derived from the output of the existing sub-committees necessitates approved expenditure that would exceed £262.