

**Minutes of the meeting of the VPPG held on Thursday 21st February 2019 at
the Green Street Practice, commencing at 6.15pm**

In Attendance

Janet French (Chair) (JF)

Heather King (Practice Manager) (HK)

Peter Martin-Smith (PMS)

Jackie Martin-Smith (JMS)

David May (DM)

Tony Meier (TM)

Lesley Goble (LG)

Sue Cook (SC)

Mike Joly (MJ)

Martin Cannon (MC)

Apologies for absence received from:

Peter Diplock, John Ungar, Phillippa Hayes, Emma Ducklin, Keith Stone, John Masters, Debbie Pennington and Daniela Penge.

Minutes of the previous meeting

The Minutes of the meeting held on Thursday 15th November 2018 were approved subject to a number of spelling errors against the names of 3 attendees. JF would amend and note for the future.

For the sake of good order it was noted that the meetings that had been scheduled for December 2018 and January 2019 had been postponed with the full approval of the VPPG.

Matters arising/outstanding:

- **Constitution (Terms of reference) and Code of Conduct.**

JF confirmed that the first draft of the documents that would span the relationship between the VPPG and the new Partnership of both Practices had been completed, but there was still work to do. It was agreed that JF

and TM would meet separately to move this forward. JF would then meet with both Practices to discuss the content and take it to signature.

- **Photo Display on Notice Boards**

It was agreed that this would be actioned on both sites post signing for the New Build. JF confirmed that she had received photos of the Enys Road members.

- **Comments Box and composition of comments sheet.**

It was agreed that, although we couldn't at this stage progress a feedback form specifically related to the New Build, we could start gathering feedback against the service currently provided on both sites. The Communications Committee would meet to provide a first draft.

- **Newsletter**

It was agreed this would be actioned post signing for the New Build and following analysis of any feedback forms. MJ had volunteered to carry out that analysis.

- **111 Forum**

DM confirmed that the next meeting was scheduled for 1st March – he would attend and feed back.

Annual General Meeting (AGM)

JF confirmed that the AGM would be held on Thursday 21st March 2019, commencing at 6pm at the Enys Road Practice. She also gave due notice that under the Terms of Reference currently in place for Green Street, she and DP would be standing down from their positions as Chair and Secretary respectively.

Anyone interested in putting their names forward for either of those positions should notify JF in good time prior to the AGM. JF confirmed that she was prepared to stand again. The elections will be made on a show of hands.

New Build

Mark Gaffney gave those present a full update on the progress of the approval process for the New Build that would hopefully lead to full signing in the near future.

Future meetings:

The dates for the meetings throughout 2019 are set as:

21st March – following the AGM – Enys Road

18th April – Green Street – unless signing has occurred

16th May

20th June

18th July

15th August – need to be determined nearer the time.

19th September

17th October

21st November

19th December.