



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

Minutes of PPG Committee meeting held online at 5.00pm on Wednesday 5th July 2023 via Zoom

Present: Bob Ruthven (Chair), Alison Ledward, Lynne Fraser, Stephanie Newman, Linda Mason, Martin Ensom, Gina Cuthbertson, Jean-Mary Crozier, Mike Batchelor

	TOPIC	ACTION BY
1.	Apologies for absence: Jonathan Walker	
2.	<p>Introduction: Bob Ruthven welcomed everyone to the meeting and extended an especial welcome to our two new Committee members, Jean-Mary Crozier and Mike Batchelor who were elected to the PPG Committee at Monday's AGM.</p> <p>He thanked everyone for their work in making the AGM a successful event.</p> <p>He explained the purpose of today's meeting as being solely the election of the Officers of the Committee: Chair, Vice-Chair, Secretary and High Weald PPG Forum Representative.</p> <p>Alison Ledward clarified that each post is elected for one year. The Chair can only serve two consecutive terms before stepping down but can then be re-elected after a period of a further year.</p>	
3.	<p>Election of PPG Committee Officers:</p> <p>Election of Chair: Jean-Mary Crozier proposed Bob Ruthven as Chair but he declined the nomination due to other commitments.</p> <p>Martin Ensom expressed a willingness to stand as Chair. Proposed by Bob Ruthven, seconded by Gina Cuthbertson. A vote was taken by a show of hands and ME was unanimously elected.</p> <p>Election of Vice Chair: Linda Mason expressed a willingness to stand as Vice Chair. Proposed by Bob Ruthven, seconded by Martin Ensom. A vote was taken by a show of hands and LM was unanimously elected.</p> <p>Election of High Weald PPG Forum Representative: Alison Ledward</p>	

	<p>expressed a willingness to continue to stand as High Weald PPG Fourm Representative. Proposed by Bob Ruthven, seconded by Stephanie Newman. A vote was taken by a show of hands and AL was unanimously elected.</p> <p>Election of Secretary: Both Jean-Mary Crozier and Stephanie Newman expressed an interest in standing as Secretary. As JMC had only just been elected to the PPG, she stood aside to allow SN to be proposed. SN proposed by Bob Ruthven, seconded by Lynne Fraser. A vote was taken by a show of hands and SN was unanimously elected. JMC agreed to act as a deputy secretary should the need arise.</p>	
4.	<p>Date of next meeting:</p> <p>Tuesday 8th August at 6pm at Buxted surgery.</p> <p>ME agreed to notify Charlotte Luck of the date and time.</p>	ME
5.	<p>Any Other Business:</p> <ol style="list-style-type: none"> 1) AL reminded BR to pass the Chair's file to ME as the new Chair. BR to collect this from Buxted surgery and give to ME. 2) AL thanked BR for his generous offer to host a summer BBQ for Practice staff. 3) ME thanked all of the past year's 'rolling Chairs' for all that they have done for the PPG over the past year. 4) JMC expressed a desire to speak to a Committee member regarding the workings of the PPG Committee. AL agreed to contact her directly. <p>Meeting ended 5.30pm</p>	BR JMC/AL