



**CHAWTON PARK SURGERY
PATIENT PARTICIPATION GROUP
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON 15th MAY 2024**

1. Welcome and Apologies

Present: Charles (acting Chair), Ian, Cathy, Anthony, Nicky, John, Barbara, Sandie, Jane.
Apologies: Patricia, Pam.

The following attended as observers who may be interested in joining the committee:

Sarah
Steve.

2. Minutes of the last Annual General Meeting held on 22nd May 2023

These minutes were agreed as an accurate record of the meeting.

Matters arising – agreed that future AGM agendas would be placed on the website prior to the meeting.

3. Practice Report

NW tabled her report. The practice had had another busy year with many staff changes and additional difficulties posed by high levels of sickness. However, NW felt that they were all in good spirits at this point and there was a clearer vision for the way forward.

All agreed that the figures in NW's report were very useful to see to provide some context. NW will look at providing these at future PPG meetings – perhaps quarterly.

The current issues at the Wilson Practice had led to several patients moving from there to Chawton Park which was providing additional pressures. There was discussion regarding the possibility of a A31 PCN statement being shared offering support.

The report was accepted by those present. On behalf of the PPG members, CK thanked NW for all the time she invested with the group which was very helpful.

4. Chair's Report

IS tabled his report. Discussion followed regarding the difficulties of communicating with patients electronically versus compliance with GDPR regulations. There appeared to be conflicting views on this, and NW will be talking further with the practice's Data Protection

Officer. It was acknowledged that, despite the frustrations, it was important for the DPO's advice to be followed.

The difficulty of recruiting partners for practices was discussed. It was agreed that this was a national issue which would need to be addressed at some point. Generally, new GPs preferred to be salaried rather than take on a partnership to allow them to maintain maximum patient time rather than be involved in the business side of a practice.

IS shared information regarding the future working together of all three practices within the A31 PCN. Usage of the Alton Community Hospital was also being looked at through the Alton Integrated Health plan. This was in its early days, but two positive meetings had already taken place.

IS went on to advise the meeting that he would be resigning from the PPG to pursue his career progression within the practice. On behalf of the PPG, CK thanked IS for his leadership within the PPG which had been very positive in moving the group forward.

The Chair's report was accepted by those present.

5. Treasurer's Report

BW tabled her report and confirmed the amount of £1,153.04 in the bank – there had been no movements in the account since the last AGM.

During the year, BW had been contacted by the bank regarding the lack of transactions on this account and was it needed. It was agreed that this would be discussed fully, at the next PPG meeting. BW kindly agreed to continue in the role until a decision was reached. The report was accepted by those present.

6. Communications Group Report

This was tabled for information only to advise of the progress made throughout the year on various projects. CK thanked the Communications Group for their work on many initiatives which had proved effective. The report was accepted by those present.

7. Composition and Election of Committee

Resignations throughout the year: Alan, Susan, Karen, Allison, Pam, Barbara, Ian. The remainder of the committee were happy to stand and were elected.

8. Election of Officers

Chair – CS	Proposed: JW	Seconded: SS	Unanimous
Vice-Chair – AM	Proposed: SS	Seconded: JW	Unanimous
Treasurer – in abeyance pending discussion of the future bank account. Barbara West agreed to cover pending decision.			
Secretary – JW	Proposed: CS	Seconded: AM	Unanimous

9. Questions from those present / Any other business

CS advised that the Roving Health Van had been very successful, and that positive feedback had been received from many who had used it. It was agreed that its use for flu clinics and general health checks would be an excellent way forward – NW advised that it was a 19-week pilot and that data was being collected from those who used it.

CK reminded the two visitors present of the confidentiality of all the discussions held at this meeting. He also asked if they felt they may wish to consider joining the PPG – both are going to have further discussions with CS.

10. Dates of next two Committee Meetings

Monday 20th May 2024 at 6pm

Wednesday 10th July 2024 at 6pm