



**PULBOROUGH PATIENT LINK
NOTICE OF ANNUAL GENERAL MEETING
TO BE HELD ON**

MONDAY 24th JULY 2017

**AT PULBOROUGH VILLAGE HALL.
AT 6.45pm**

AGENDA

1. Minutes of Annual General Meeting held on Monday 3rd October 2016. (Minutes attached)
2. Chair's Annual Report 2016/17 (see attached)
3. Treasurer's Report and Accounts. (see accounts attached)
4. Election of Committee and Office bearers.
5. Proposed Amendments to the Constitution.

The AGM will be followed by a presentation on

**“What every patient should know about SKIN CANCER
with guidance on Sunscreens.”**

PULBOROUGH PATIENT LINK
MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON MONDAY 3 OCTOBER 2016

AT PULBOROUGH VILLAGE HALL.

MEETING was attended by approximately 70 Members of the Pulborough Patient Link.

David McGill was in the Chair.

The Minutes of the Annual General Meeting held on 5 May 2015 had been circulated to all Members and had been approved and signed by the committee. Proposed by Mr. Gordon and Seconded by Mary Hale and passed unanimously.

The Chairman's Annual Report to the end of March 2016 had been circulated to all Members. Proposed by Mr. Parker, seconded by Mr. Matthews and passed unanimously.

Treasurers Report and Accounts to 31 March 2016 had been circulated to all Members. The Accounts were in good order. A couple of high back chairs had been purchased for the Waiting Room, Mr. Arthur Varndell had taken over the job of Independent Examiner and was thanked by the Chairman for his Report.

Warwick Dean Taylor had handed over as Treasurer to Jane Roach. The Chairman thanked Warwick Dean Taylor for all his work over many years.

Election of Office Bearers and Committee: All Committee Members had agreed to re-stand and were elected en-bloc and this was unanimously approved.

Amendments To The Constitution: Arthur Varndell had advised a couple of changes to the Constitution i.e. The wording should be gender-neutral. Details of a Quorum should be made clearer

What should happen to any surplus funds should the PPL be wound up – give the balance to a medical body.

The amendments were proposed by Mr. Gordon and Seconded by Mr. Parker and were carried unanimously.

The Chairman closed the meeting with a desperate plea for more members to join the committee. The organisation will not be able to continue without more people joining the committee as Mavis Cooper the Secretary, Stuart Henderson and Jane Roach are all stepping down.

The Meeting ended at 6.55 pm.

The Meeting was followed by a talk on "What every patient needs to know about Diabetes" by Dr. Deborah Bosman.

This year has seen a change of faces in the PPL committee. We have welcomed several new members as other members stood down. We would like to thank Jane Roach for all her support with the finances whilst on the committee, and a special thankyou to Mavis Cooper who has stood down as Secretary. Thank you, Mavis, for keeping us all in order. Mavis has been the secretary since the start of the PPL. This year we welcomed on board Jane Kendall, Pam Haley-Chattaway, Peter Jenkins, Lisa Anderson and Dona Sherlock-Fuidge. All bring different expertise to the committee. Peter Jenkins has become the committee's treasurer and Arthur Varndell has kindly taken on the role of Independent Examiner – thank you Arthur. Dona Sherlock-Fuidge has become our new secretary. The committee continue to meet every other month and discuss issues raised by members and discuss key issues currently affecting the PMG. At each meeting, we receive a detailed report from the practice, we are pleased that, at these meetings, Dr Tim Fooks and Alan Bolt the managing partner are in attendance and give us up-to-date reports as well as answering questions raised by the committee and members of PPL. Since our last AGM we have continued to see a rise in numbers of people attending the open meetings and listening to very informative talks by Dr Deborah Bosman on diabetes, David Howells, Anna Harrison, Emma Swarbrick and Dr Tim Fooks gave us a detailed insight into Primary Care in Pulborough and Peter Taylor Professor of Microbiology gave a fascinating talk to a packed village hall on Antibiotic Resistance and I know, from feedback received, that this talk had a major impact on many people. This year we have changed the style and format of our newsletter and we are now aiming to produce six a year, this we hope will keep you more informed about the work of PPL as well as giving you an opportunity to read some very interesting articles. Our thanks as a committee must go to one of our committee members, Lesley Ellis, who is the main editor of the newsletter. We have also expanded its distribution to our local schools to ensure that as many members as possible are able to read it as well as it being on the PMG website and available in hard copy in the surgery, pharmacy and library. I am delighted that several people have been in contact to suggest subjects for future talks and to ask questions which can put to the practice. This year I have been getting to know what other patient groups in our local areas do.

Finally, I know you would wish to join the committee in congratulating PMG for their “Outstanding” grading in the recent Care Quality Commission inspection report, only a small percentage of practices achieve this across the country. The full report can be read on the PMG website. As part of this inspection views were taken from the PPL committee and the inspectors commented upon the fact that the practice implemented suggestions for improvements and made changes to the way it delivered services as a consequence of feedback from patients and from the Pulborough Patient Link group (PPL). “For example, as a result of feedback from the PPL the practice had installed additional phone lines and increased the number of call centre staff.”

Our finances continue to be in good shape and this summer we have bought 5 Omron Blood Pressure machines for the practice and helped purchase an adjustable plinth.

As a committee, we will continue to work for the PMG patients and support the PMG practice.

Best wishes

Alyson Heath

21 June 2017

TREASURERS REPORT:

Pulborough Patient Link Income and Expenditure Account			
Year to 31st March 2017			
	2017		2016
<u>Income</u>			
subscriptions	£880.00		£775.00
Donations	£194.00		£85.00
Teas, Raffles and Newsletters	£190.55		£250.00
Advertising Revenue	£700.00		£150.00
Total Income	<u>£1,964.55</u>		<u>£1,260.00</u>
<u>Expenditure</u>			
Hire of Hall	£186.30		£212.00
Speaker expenses	£25.98		£0.00
Newsletter Honararium	£60.00		£90.00
Newsletter Printing	£450.00		£702.00
Renewal form printing	£0.00		£38.00
Postage and Stationery	£175.37		£270.00
Bulk Email	£33.13		£73.00
Miscellaneous Expenses	£79.97		£455.00
Acquistion for PMG Practice	£0.00		£82.00
	£3.00		£0.00
Total Expenditure	<u>£1,013.75</u>		<u>£1,922.00</u>
Surplus / (Deficit) for the year	<u>£950.80</u>		<u>-£662.00</u>
Balance Sheet			
	2017		2016
Revenue reserves at 1st April	1542.72		2205
Surplus / (Deficit) for the year	950.8		-662
	<u>2493.52</u>		<u>1543</u>
<u>Represented By:</u>			
Balance at the Bank	2527.07		2684
Stock of Stamps	20.9		63
Less Creditors	-54.45		-1204
	<u>2493.52</u>		<u>1543</u>

4 ELECTION OF COMMITTEE & OFFICE BEARERS.

The current members of the Committee are:

**Lisa Anderson (Co-opted)
District Councillor Brian Donnelly
Lesley Ellis
Pamela Haley-Chattaway (Co-opted)
Alyson Heath – Chair
Stuart Henderson – Vice Chairman
Peter Jenkins – Treasurer (Co-opted)
Jane Kendall (Co-opted)
David McGill
Robbie Roberts
Dona Sherlock-Fuidge -Secretary (Co-Opted)
Tilly Spurr (Co-opted)**

Election of Committee

Election for the officers: of Chair, Vice-Chair Treasurer & Secretary

5 PROPOSED AMENDMENTS TO CONSTITUTION

1. Clause 4 – Management: removal of the words “up to” to give greater flexibility of membership of the committee. We propose to change “Co-opt up to four other members” with “co-opt further members” Add in “The Committee has the power to fill vacancies between AGMs”
2. Clause 5 – Meetings: Replace “A Special Meeting” with “An Extraordinary General Meeting (EGM)” and the addition of “The executive Committee shall have the power top call an EGM. The business will only deal with the specific issues on the agenda. There will be on AOB”. Also, the addition of “newsletter” as a means of notifying members.