

**Minutes of the Zoom Annual General Meeting of The Cottons Medical Centre  
Patient Participation Group at 6.00 p.m. on Thursday 20<sup>th</sup> August 2020**

**Present:** Helen Boto (HB) Chair, John Fryatt (JF) Vice Chair, Janet Harper (JH) Secretary, Sue Wathen (SW), Gwen Cooper (GC), Jenny Randall (JR), Tony Boto

**Apologies for Absence owing to problems with dialing in to Zoom:** Dennis McKetty, Brenda McKetty, Ann Robinson

**1. Welcome:**

HB welcomed members to our first Zoom meeting, but before it commenced she had two announcements to make:

Firstly, it was with deep regret that she announced the passing last month of one of our stalwart members, Roger Martin. The PPG had sent a message of sympathy to his widow.

Secondly, the Financial Manager (previously Practice Manager), Julian Crowe, would be retiring on 27<sup>th</sup> August, having project managed the building of the new extension. A bottle of malt whisky had been purchased from the PPG funds and this would be given to him on 27<sup>th</sup> August with our best wishes for his retirement and move to York.

HB pointed out to members that this meeting should have been held in April 2020, but because of restrictions imposed owing to Covid 19, this had not been possible, and it had to be remembered that facts in her Report reflected this.

**2. Minutes of Last AGM:**

The Minutes of the last AGM, held on 18<sup>th</sup> April, 2019 were approved as being a true record.

**3. Election of Officers:**

As nobody had put themselves forward for the position of Chair, Vice Chair, Secretary or Treasurer, HB proposed that the present incumbents, who would be willing to take on the roles for a further year, be re-elected. JR stated that she would be willing to become Treasurer. TB proposed the present officers be re-elected and SW seconded the proposal. SW proposed that JR be elected as Treasurer (a role currently being covered by HB) and TB seconded the proposal.

**4. Report from Chair:**

HB again reminded the meeting that it had to be borne in mind that this Report was written in April and should have been delivered at the AGM scheduled for April 2020. It covered the period April 2019 until April 2020. The Report is attached.

**5. Treasurer's Report:**

HB reported that these accounts showed two deposits from the Raffle held at the 2019 Flu Clinic, amounting to £337. Expenses of £5 to each official had been paid to cover printer inks, paper and petrol used in delivering raffle prizes in the area. The existing balance was £534.19, which it had been decided to hold in the account until the new extension was finished and the Practice decided how they would like the money spent. The 2019/2020 accounts are attached.

**6. Terms of Reference:**

It was felt that naming the Practice Manager was not really necessary and JF queried whether the Practice Manager should be mentioned at all as he was a Practice employee and not connected to the PPG. It was agreed to remove the name of the Practice Manager and just leave the title.

HB outlined that she would very much like to introduce a Committee, to consist of the officials and perhaps another two members. Its function would be to meet with the officials and hopefully contribute with ideas and support. SW agreed that she would be willing to become a committee member.

TB proposed the motion that a Committee should be formed and JF seconded the proposal.

It was noted that if a Committee member left the Practice and therefore the PPG, they would no longer serve on the Committee.

HB thanked everyone for attending the meeting and added that she was hoping to hold a normal PPG meeting in September, which would be conducted by Zoom.

**This meeting has been recorded for accuracy purposes only.**