

## New Wokingham Road Surgery Patient Participation Group

### Minutes of the Meeting held on Friday 25th August 2023 at 9.30am

#### Present:

Andy Wells-King (AW-K) – Chairman

Sue Honey (SH)

Rhona Stainthorp (RS)

Noel Twomey (NT)

Garry Curran (GC)

David Broderick (DB)

Brenda Metcalf (BM)

Mary Twomey (MT) –Treasurer

Sally Abbott (SA)

Judy O'Regan (JO)

1. **Apologies:** Sheila Dinan (SD), Laura Dalwood (LD) and Jasmin Bushnell (JB)
2. **Minutes of the Meeting:** - Friday 19th May 2023 were approved.
3. **Matters Arising:** It was decided to defer taking a new photograph of the committee until all members were present.
4. **Information from the Practice:** Due to neither SD nor LD being able to attend, there was no information available.

The committee agreed that we would help at flu/Covid clinics, should it be required. All appreciated that this could be at short notice.

5. **Treasurer's Report:**  
Currently there is £185.87 in the bank. Another £100 will be sent to MCMC shortly. A total of £3100 has been sent to MCMC. Donations from the sale of books has been excellent. Some furniture has also been sold, and the proceeds donated to the charity.
6. **Government Directive re: Automated Appointment calls:** email to be sent to LD asking if the surgery will be using this. **Action: JB**
7. **Constitution for Discussion and date of AGM:** There was a discussion regarding updating the Constitution that included whether committee members should be limited to 6 and 'Chairman' to be replaced by 'Chair'.

It was agreed that our current venue for committee members was not ideal, but given the lack of space at the surgery, it is our only option at the moment. Email to be sent to LD to confirm that there is still no suitable space at the surgery.

**Action: JB**

There followed further discussion on various points of the constitution. AW-K will draft a revised Constitution to be agreed at the AGM. A copy will be circulated to the surgery and the committee prior to the AGM.

**Action: AW-K**

Subject to agreement at the AGM, end of the financial year will change to 30th September, and the AGM to be held in October.

It was agreed that the AGM will be held on the 18th October 23. Notices to be placed in the surgery accordingly. **Action: JB**

8. **Charity Bookshelf:** JB will take over rota for books. Email to be sent to LD asking if a new bookcase was imminent. **Action: JB**

9. **Any Other Business**

There was none.

10. **Date of Next Meeting:** AGM Wednesday 18th October 2023 at 19.30. Venue, if confirmed, to be at the Club at RBL Crowthorne. **Action: BM**

BM 25.8.23