

Annual General Meeting Agenda
Clays Practice Patient Participation Group

Date 14th January 2025

Venue Roche Surgery, Victoria Road, Roche

In attendance – Debbie Adams, Tracy Germeney, Carol Swift, Irene Northey, Sarah Hearl

1. Apologies

Jim Johnson

2. Welcome and introductions from the Chairperson

No new people to introduce 😞.

3. Review of Election of Officers and Code of Conduct and other necessary points

3-year rule – disclaimer as we don't have officers to take over.

Tracy Germeney, Treasurer, will be leaving at some point as she will be moving out of the county.

4. Minutes of previous AGM

No previous AGM has been conducted to the best of former PPG members knowledge.

5. Matters arising from minutes

No previous formal AGM meeting notes available. No matters arising as no AGM minutes available.

6. Treasurer's report

Bank balance is now a healthy £1532.80.

Tracy handed print of statement to Chairman Debbie Adams for her authorisation and signature confirming the balance as at the AGM dated 14th January 2025.

Start of year 1/1/24		£669.05
Book sales	Bugle	£171.15
	Roche	£329.20
Bingo		£363.00
Confirmed bank balance		£1532.80

7. Election of committee

Debbie Adams, Chairman, re-elected.

Carol Swift, secretary

Tracy Germeney, Treasurer (until her move out of county happens)

Sarah Hearl, Clays Practice staff representative.

8. Hearing from Members – Q&A session for core and non core members

Debbie asked whether partners still require a PPG and Sarah said definitely yes.

Irene asked if a Doctor would be able to attend a meeting as originally outlined.

Tracy said it would be good as we have a good bank account balance and where the funds could be made good use of.

Irene asked whether a heart monitor would be viable but the cost is between £2.5k and £3k so out of scope.

Sarah advises that patients are now being referred to a clinics that have locations in Bodmin, Trevisson Park in Truro and other hospitals.

9. Future Actions for 2025

Increasing numbers of patients involved.

PPG needs more people. Increasing numbers of patients involved – Debbie is suggesting a virtual PPG. Jazz Banfield, who runs St Dennis football club face book, will be running the PPG Clays Practice Facebook page which could give extra exposure to our site through her expertise. If we can contact patients through PPG Facebook page with suggestions of virtual meetings etc we may get more people involved. Some Practices ask for help from PPG's Facebook pages. We will ask if anyone would like to participate via a virtual PPG Facebook. Roche, Bugle and Claytawc also have Facebook pages and Debbie will contact them to advertise what PPG do to encourage an increase in numbers.

Healthwatch UK are coming to 55 club at Roche Social Club and hopefully Irene maybe able to get them to give some exposure to our PPG and maybe get

people interested in PPG by helping them to understanding what PPG is all about and publicise the group.

Debbie thought about offering sign language as part of a week's course organised by PPG at Clays Practice. General comments were that local community groups are doing similar and we need to find out whether there is a need for any further workshops.

Debbie mentioned that patients sent personal information through PPG facebook page and immediately sent them onto Clays Practice to Wendy. Wendy is Clays Practice data manager and controls all documentation – everything should be sent through Wendy to ensure quality control and collection of all documentation and data.

Future projects involving PPG

Carol suggested PPG thoughts on whether to put some books into St Dennis surgery to see whether it goes better than previous.

Garden project.

Bench which has been gifted and now has been given approval from landlords to be put out in garden. Seat going up in spring. Need some screening for windows so people sitting don't feel looked over. PPG will take time and have a look at what they can do with the space and who would be able to use the space.

Customer questionnaire now ready for PPG to collate – Debbie has said she will do.

Newsletter will continue on a quarterly basis. Maybe start of new year should focus on health. Health clubs available – man down etc.

Surgery news

Paediatric nurse, Jody Snell, starting 3 days a week, seeing poorly people under 16, mums and baby for 8 weeks check, milk intolerances and allergies.

Date of next meetings - Make dates for the whole of 2025

Clays Practice Roche Tuesday at 18:30

February 11th

April 8th

June 10th
August 12th
October 7th
Dec 2nd

AGM February 3rd 2026