**Chatsworth Road Medical Centre**

**Patient Participation Group**

**Minutes of AGM held on Wednesday 21st May 2025 at 3.30 pm, by Zoom**

**Present**: Dr Lucy Scriven, Ken Davis (Chair), Lucie Wattam (Practice Manager), Jan Bird (Secretary), Beverley Munoz-Pujol, James Bower, Tracy Townend, Michele Young

**Apologies**: Lynn Brockwell-Ogley, Ian Gerrard, Ian Fowkes, Paul Thefaut

**Membership:** No new members to report. Ian Fowkes is unable to make PPG meetings in person at present, and will remain in touch with the PPG through the virtual group.

**Minutes of 2024 AGM:** These were accepted as an accurate record. Proposed by James, seconded by Michele.

**Chairman’s Report for 2024/25:** all agreed that Ken’s report was an accurate reflection of our work throughout the year, and that we will remain on the lookout for ways in which we can support the Practice.

**Calendar of Meetings for 2024:** September and October 2025 dates will need to be changed, due to clinical commitments. Dr Scriven and Lucie will consult and advise, and a new calendar will be issued when dates are finalised.

**Action: Dr Scriven and Lucie**

**Election of Officers:** Ken, Ian Gerrard and Jan will continue as Chair, Vice Chair and Secretary respectively. Michele will continue to support Ken at PPG network meetings and ensure the Practice noticeboard is kept regularly updated and relevant.

**Items raised by patients:** None recorded.

**Plans for the future** Plans for 2025 include the possibility of developing a dedicated Facebook page for the PPG, which may hopefully attract new members, and would give us a further chance to publicise our work to support the Practice. It may also generate ideas for future projects. Ken would set up and administer, checking with the Practice on any proposed posts with a clinical component, before publication. Dr Scriven stressed that the usual caveats would have to apply to any PPG page, in particular that it should not be used as an avenue for making complaints about the Practice, for which there is an established procedure.

It was agreed, as proposed by Tracy, that we should first use the existing Practice Facebook page, which has around 1,000 followers, to promote ourselves further before setting up one for the PPG.

**Action: Tracy to consider possible PPG topics, for posts for the existing Practice page.**

**Action: Ken and Tracy to scope out what a dedicated PPG page might look like and the terms of membership.**

There being no other business, the AGM was then closed and was followed by a formal meeting for which there are separate minutes.

End