

## **Friends of St Lawrence Surgery**

### **Minutes of the Annual General Meeting**

**Held on Tuesday 23<sup>rd</sup> May 2017 at 7.00 pm at St Lawrence Surgery**

#### **1. Welcome**

The Acting Chairman, Chris Moon-Willems, opened the meeting by welcoming those present and thanking them for coming.

#### **2. Apologies for Absence**

Apologies for Absence were received from Hilary Stoner, Sue Pickering, Tony Ede, and Lindsey Butterfield.

#### **3. Minutes of Previous Meeting**

The minutes of the AGM Meeting in 2016 and the Committee Meeting held on 11<sup>th</sup> April 2017 were approved.

#### **4. Chairman's Report**

The Acting Chairman presented the Chairman's Report, explaining that most of the report was provided by Bob Barden, the retiring Chairman.

"At the AGM last May, I was re-elected as Chair of the PPG – a role I had undertaken for several years but would relinquish in 2017. Our popular Health Promotion Day was held in late June and for once the weather was kind to us. The PPG Sub-Committee worked in liaison with the Surgery to organise the event and make sure that all the many organisations and contributors were well informed regarding the arrangements. Civic signatories and the Town Crier added to the occasion and the steel band proved to be particularly popular. The only disappointing feature was the poor attendance of younger patients and this is to be addressed.

Overall the occasion was extremely successful thanks to the commitment of the helpers and the enthusiasm and help of Surgery staff. The Chairman's attempt to sabotage the occasion by causing an electrical fault requiring the attendance of the fire brigade, went unnoticed???!!!

On the 2<sup>nd</sup> August, the Inspectors from the Care Quality Commission arrived and Judith Skitt, Chris Moon-Willems and myself were interviewed regarding the PPG's contribution and involvement in the development and running of the Surgery. Our

singing, walking and social activity groups were seen as an important contribution to patient's welfare, our self-care initiatives praised and the involvement in decision-making processes recognised. The session proved to be a very positive one and our contribution was highly praised and celebrated in the final report and a much-coveted 'outstanding' rating was awarded to the Surgery (by which time the Chair had managed to break his arm!) Later in the month the walkers hosted a very successful post walk BBQ and once again the sun shone on us!

A range of Christmas activities took place and our Annual Christmas Lotto raised additional funds. Our Annual Christmas Dinner was once again extremely well supported and well organised by Chris Moon-Willems and Ian & Mary Leedham. The occasion marked our 20<sup>th</sup> anniversary and was also a celebration of the outstanding accolade awarded to the Surgery for their incredible work in maintaining very high standards despite on-going pressures including recruitment.

During January, I stood down as Chair having served the committee for some 16 years and I was grateful that Chris Moon-Willems was able to take over the role.

May I take this opportunity to thank everyone, staff, Committee Members, and volunteers etc for their support over the years and especially to Practice Manager, Jo Wadey, for enabling our involvement, her positivity and understanding – she is a star! I will miss you all but will continue to support the Surgery in any way I can (Bob Barden)

Bob has been an outstanding Chairman over the past 16 years and has big boots to fill. We wish him well. He was invited to attend this evening but was unable to come. Jo and I therefore plan to meet with him to give him a card signed by Committee Members and some gardening vouchers, as he is a keen gardener.

Since taking over from Bob in January, our work has continued with an increasing focus on self-care. By the end of the meeting I hope we will have a new committee member with a lead role for engaging with children and young people within our patient group and another for the much-needed role of Secretary.

For my part, if I am elected as Chairperson, my aim will be to build on Bob's good work, increase liaison with patients and support our doctors and nurses, face the unprecedented challenges ahead, whichever political party is elected."

## **5. Treasurer's Report**

Copies of the Treasurer's Report were distributed and formally adopted by the meeting. The Treasurer, Judith Skitt, presented

her report.

“Once again we have been able to buy a number of items for the Surgery this year. We understand that the Doppler equipment, which measures blood flow in the arteries, has been a real benefit to staff and patients as it is quicker than the previous methods. The Atrial Fibrillation device helps to diagnose an abnormal heart rhythm. It is easy to use. It is a rod which you hold the ends of with both hands. The unit switches on automatically and gives a visual indication as to whether the heart rhythm is normal or abnormal. I understand that the result is not effected by how firmly the machine is held or if the patient trembles. Both the pieces of equipment help the medical staff in their diagnosis of problems and aid prevention of possible future problems.

You may have seen the self-care leaflets which we are producing. We are sharing the cost of printing these with the Surgery.

Once again book sales increased from last year and this is still an excellent source of income. You will see from the graph that this is a second highest source of income. (The New Year meal does not count as this just passes through the accounts). Our greatest income this year has been from donations, including two legacies. We are also very grateful to the patient who has set up a standing order so that we receive a donation each month.”

## **6. Independent Examiner 2017/18 Confirmation**

In accordance with the Charities Act, Tony Ede has acted as our independent examiner of the accounts. The Treasurer is grateful for his help in examining the books and checking the balance sheets. The Treasurer proposed that Tony Ede is appointed as the independent examiner of the accounts for 2017. Eric Bridger seconded the motion.

## **7. Election of Officers & Committee Members**

The election of Officers and Committee Members was carried out in accordance with the Constitution, with the correct number of Members elected.

The following were elected as Officers:

Chairman – Chris Moon-Willems  
Secretary – Claire Tennent  
Treasurer – Judith Skitt

The following were elected as Committee Members – Phil Skitt, Hilary Stoner, Lindsey Butterfield, Patsy Newton, Eric Bridger,

Diane Gough and Sue Pickering. Carol Foggett and Robin Rogers was co-opted onto the Committee.

**8. Any Other Business**

None were submitted prior to the meeting.

**9. Time & Date of Next Committee Meeting**

The next Committee Meeting is scheduled for Tuesday 18<sup>th</sup> July at 6.30 pm, to be held in the Education Room at the Surgery.

The Family Fun Day is to be held on Saturday 15<sup>th</sup> July and a pre-meeting will be arranged to organise the event further.

Bob Barden has donated a painting to the Surgery. This was shown to those present and thanks were expressed to Bob.

Dr Bob Dissanayke, Consultant Cardiologist presented an interesting and informative talk on "How to Keep Your Heart Healthy"

The Chairman thanked the Consultant for his presentation and everyone for attending.

After the formal business was concluded, the meeting finished with an opportunity for those present to socialise with a glass of wine and snacks.