



## **MINUTES OF THE GREAT BENTLEY PATIENT PARTICIPATION GROUP**

**MEETING HELD ON THURSDAY 19 May 2022**

**AT 6.30 PM IN THE MITCHELL ROOM, GREAT BENTLEY VILLAGE HALL**

### **ANNUAL GENERAL MEETING**

Chaired by: Kathy Chilvers

Present: Charles Brown, Treasurer

Surgery Guest: Dr Pontikis

+ 12 Members

#### **1. Welcome & apologies for absence:**

The Chairman welcomed everyone to the meeting and our Surgery Guest Dr G Pontikis.

Apologies received: Judy & Derrick Ward; Peter Burchell; Sue Vallance; Jo Marshall; Marilyn Walls; Ian Roberts were read out and noted. Anyone who hasn't received any Minutes or Agendas will be added to the email list. Mr & Mrs Walters were added to the list.

#### **2. Minutes of Last Meeting:**

Thursday, 17 March 2022

No points were raised and approval for the minutes was given.

#### **3. AGM:**

##### **i) Chairman's Report – Kathy Chilvers:**

Kathy Chilvers explained that the minutes were done to the best of her abilities, and she hoped that they met with approval. Kathy explained that she had experienced problems with her emails. You should all have a copy of the Income & Expenditure Account Page 1 covering the last 18 months.

##### **ii) Treasurer's Report and Accounts – Charles Brown.**

(Hand-out page 1 Income and expenditure account.)

We started off the financial period 01 November 2020 with £43.01 in the PPG bank account which is still held by The Co-operative Bank. This was topped up, by The Surgery, on 22 November 2019 by £300.00 paid directly into the bank.

All transactions up to and including the room hire, which is at present £27.20, including the 17 March 2022, now leaves the account standing at £229.58 with me holding £9.93 cash in hand. If the account requires topping-up, during the next 12 months, the Treasurer will contact the surgery to arrange for a bank transfer. Our financial transactions are still being entered into the same format, Excel Spreadsheet, and the accounts have been audited and approved by our auditor Melvyn Cox. The Treasurer has to arrange the Village Hall booking dates for 2022/23, which we will deal with under "Any Other Business". As you can see the accounts ran for an 18-month period instead of the usual 12 months and I was glad to have Mervyn Cox, our auditor, to oversee the extended period.

That concluded the financial report for the 18 months to 30 April 2022.

Charles C. Brown

Treasurer

**iii) Vote – to adopt the Accounts:**

Kathy Chilvers asked for the adoption of the accounts which were seconded by Judy Bishop.

Melvyn Cox was thanked for his help with the audit.

**Communications Report.**

Barry Spake has been unable through ill health to continue as The Communications Officer, Melvyn Cox and I picked up 141 of the email addresses that were in the system and have been circulating the minutes and agendas as and when required since December 2021. If you haven't received any emails this year, please supply your email address and we will update the list accordingly.

Charles C. Brown.

Acting communications officer.

**iv) Review any new Candidates and then Vote to Elect Committee Members**

No new candidate names had been received by Kathy Chilvers or by Charles Brown. The Chair asked if there was any nomination from the floor for Chairperson; Treasurer; or Communications Officer: no one present was able to take part on the committee. Kathy Chilvers stated that she was unable to continue as Chair due to family commitments and problems. It would be nice to see new members as we have a lot of new people in the village. Kathy stated that Charles had sent out voting papers with the minutes to see if anyone was interested and no one has contacted me or Charles. Charles Brown, I had no response when I called into the surgery on Tuesday morning the 17<sup>th</sup> of May 2022 and Sue Mitson, Reception Administration Manager, confirmed that the surgery had not received any voting papers either. Kathy Chilvers asked if anyone present was willing to participate on the committee as we should really have a Chairperson, Secretary, Communication Officer, and Treasurer. No one present was able to join the committee. A short discussion took place regarding the best method of recruiting committee members. Dr Pontikis; Lynda McWilliams, Judy Bishop and Kathy Chilvers to make contact with various media to attract people to the PPG who may wish to join the committee. Those present voted unanimous to carry on, therefore it was decided to hold another meeting on Thursday, 21 July 2022 at 6:30 pm here to reconsider the situation.

#### **4. Hollies Surgery News – Dr Pontikis:**

Dr Pontikis stated that the surgery was very busy at the moment with huge amounts of new patient registrations taking place new to the area and from other surgeries. It gives a lot of pressure concerning appointments but please do bear with us. A short discussion took place with regard to a PPG member having trouble obtaining an appointment. Dr Pontikis stated that a new doctor will be starting with us shortly with a new trainee starting around August. Discussion took place regarding updating the surgery, whether it be redecorating, extension to the present building or a completely new surgery. Dr Pontikis spoke about the recent Covid-19 booster roll-out. Lynda McWilliams spoke about the new Diagnostic Centre at Clacton-on-Sea. Melvyn Cox pointed out that the surgery waiting room display is still showing Flu jabs information. Melvyn Cox pointed out that we should vote the change to the financial year which now ends in April from October due to the 18-month period, assuming that the PPG continues. Melvyn Cox Proposes, Judy Bishop Seconded. Year-end change from October to April agreed by all.

#### **5. AOB:**

Judy Bishop gave thanks to the Committee and asked Dr Pontikis to take our thanks to the Surgery for all the good work done. Judy also offered to organise the refreshments for the next meeting on 21<sup>st</sup> July 2022.

#### **6. Agree on Date and Time of Next Meeting:**

**Thursday 21 July 2022 at 6:30 pm in the Mitchell Room.**

The meeting closed at 19:15 hours.

Charles C. Brown  
Acting Secretary