

**CARNOUSTIE MEDICAL GROUP
PATIENT REPRESENTATIVE GROUP**

**Minute of Annual General Meeting held at Parkview Primary Care Centre
on Monday 25th March 2019 at 2.00pm**

Present – Chairperson – Stuart Anderson

Secretary – Ethel O'Donnell

Treasurer – Apologies

**Committee – Isabel Clark, Kathleen Macdonald, Maureen Wilkie, Alan Gall,
Margaret McKinlay, Eddie Wilmott,**

Business Manager – Lynn McGowan

Apologies :- Ken Drysdale, Jeanne Kirk, Anne Gosling, Amy McLeod

1. Stuart welcomed all to the meeting and gave apologies as above.

This being the first Annual General Meeting of the Patient Group there was no previous Minute to present.

2. Chairperson's Report –

Stuart gave a comprehensive account of achievements of the Group since he took office as Chairperson in November 2017. Although the Group had been in existence for a number of years prior to this, at the time it did not appear to have clear direction or an up to date Terms of Reference or Constitution to follow.

Although it was low in numbers and lack diversity of representation of the Practice population, new members brought a more positive approach. A clear structure with a more defined guideline on the purpose and function of the group was developed.

Three members were pro-active in attending meetings and seminars to find out more and to meet with people from other PPG's, this resulted in a new found enthusiasm and from there a more accurate Constitution with clear Guidelines was devised by Ethel and was adopted by the Group. To progress the Group need to increase the membership. A poster was designed by Ethel and distributed throughout the town and Stuart was successful in getting an article published in the local Gazette newspaper explaining the purpose of the group and appealing for new members. Both these efforts along with word-of-mouth discussions had the desired effect and new members came forward. We now have 14 members giving a more diverse representation of the Practice population. Stuart sits on the South West Locality Improvement Group (SWALIG) along with CMG Business Manager Lynn McGowan. This Group looks at Health & Social Care developments for Carnoustie & Monifieth. A bid has secured £2000 to be used pro-rata between CMG Patient Group and Monifieth Medical Centre Patient Groups to promote the work of our respective activities.

As a result of now having funding the Patient Group has produced a Flyer to raise the profile of the Group, which along with a Practice Newsletter will be delivered to all homes in Carnoustie town. This is now ready for delivery.

With the increase in membership there is now a flow of suggestions to further promote the Group's role in addressing the interests of the Practice population. We are to have a presence at Carnoustie Gala Day in July and to pursue information the assess the value of expressing concerns of the effect proposed housing development will have on health provision and health care in Carnoustie.

Stuart concluded by thanking everyone for their help and support in making the prospect of the Patient Group more secure. Hopefully over the coming year we can further develop ideas to promote our function in meeting the needs of the Practice population and assist CMG in any way possible to provide sustainable health care to Practice population, in what is now a very difficult and ever changing world in the overall provision of health care.

3. Financial Statement of Accounts – The Bank Account was opened with The Bank of Scotland in November 2018. Currently we have £00 in the Current Account, with no expenditure transactions being made to date. An Account Balance was presented to the meeting.

4. Constitutional Amendments –

i. Name – following discussion with other PPG members at a seminar in Kings Cross Hospital, Dundee it became clear there were concerns regarding effectiveness and possible negativity of the word ‘Participation’ in the name. Locally we took the decision to change the name to ‘Patient Group’ but later this was felt to be bland and did not convey what we represented and ‘Patient Representative Group’ was proposed. We now need to confirm and adopt this as the official name for the CMG Group. The name ‘Patient Representative Group’ was accepted by a majority vote at the meeting.

ii. Finances- Because no Bank Account was in place when the Constitution was adopted there was no reference to Banking and use of funds in it. A clause has been added to the Constitution to state intention of financial management.

iii. Committee structure – A Clearer definition of the Committee with an open composition of it, including election of members and Office Bearers has been amended in the Constitution.

iv. Committee Membership – A clause has been added to the Constitution to determine Constitution membership in the event of inactive members not participating in Patient Representative Group business.

v. Changes to the Constitution – Flexibility to make changes to the Constitution within the next year until the 2020 Annual General Meeting was agreed.

Date & Venue of next AGM meeting to be confirmed.

Ethel O'Donnell

Ethel O'Donnell

Minute Secretary

26th March 2019

Minute approved –.....Date.....

Seconded.....Date.....