



**Notification of AGM:** Notifications had been placed on the EBMC notice board and website. Due to a misunderstanding no individual letter / notification had been sent to VPPG members.

**VPPG Membership Promotion at Flu Clinics:** JB produced an information sheet / questionnaire on an A4 sheet that could be used for informing /promoting the VPPG and a number of other services, including on-line. Some committee members felt that this document did not convey an understanding of PPG and VPPG membership and was seeking certain information that should remain confidential between the patient and the EBMC. Amendments / alternates were considered but not agreed. After much debate CH proposed the use of the document, possibly in a revised format, for the purpose of VPPG promotion at the Flu clinics on the 8<sup>th</sup> and 29<sup>th</sup> October 08.30 – 11.30 hrs. JB undertook to send a final document to all committee members.

Members attending on the 8<sup>th</sup> October - JS, GS, JW and CS

Members attending on the 29<sup>th</sup> October - CH, RM and JO

**Future Use of Personal Document Format (PDF):** It was agreed that final documents produced on behalf of the PPG should be sent in PDF. Draft or working documents will be distributed in a Microsoft Office format to readily allow revision and when finalised will be sent in PDF. Documents produced for publication on the PPG section of the EBMC Website and for distribution to the VPPG membership will be in PDF.

**Preparations for the AGM:** JO had circulated the Treasurer's Annual Report which would be presented. JW had prepared her Report on the activities of the PPG during the past year. Arrangements had been made for cheese / biscuits and refreshments to be available at the commencement of the AGM. Two members gave their apologies for being unable to remain for the meeting.

**Any Other Business:**

**CQC Report** – Following discussion it was felt unnecessary for the PPG to take any further action at this time.

**Networking for PPG's** – A notification of the event on the 13<sup>th</sup> had been received and it was considered that our participation would be beneficial. JW and CH agreed to represent our PPG at the networking session.

**EBMC Update** – JB advise that completion date for the building works had been put back to December. She also advised that Karen Montrose and Rachel Green were leaving the Practice.

**Resignation** – JW had received the resignation of John Hill. JW will thank him for his time on committee and suggest that he might remain as a VPPG member.

**Dates of Next Meetings:** Regular Meeting - 2<sup>nd</sup> November 5pm at the Royal Oak  
Festive Meeting - 14<sup>th</sup> December 7.30pm at the Royal Oak

The meeting closed at 7.25pm