

**GREAT HARWOOD MEDICAL GROUP (GHMG)**  
**PATIENT PARTICIPATION GROUP**

**AGM – Tuesday 3<sup>rd</sup> March 2026 1.00pm**

**Members Present;** Sarah Lord, Carol O’Brien, Anita Fleming, Susan Jackson, Christine Jackson, Trish Hill, Alan Wilkinson and Margaret Morrison

Item	Minute	Action
1.	<p><b>Apologies</b> Lindsay Williams and David Cockett (both due to illness)</p> <p><b>Chairman’s Welcome</b> In Lindsay’s absence (our out-going Chairlady) Carol welcomed everyone to the meeting and thanked everyone for their work for the PPG over the last twelve months. Especially those who helped with the Survey.</p> <p>She also thanked Lindsay for her work as Chairlady and as a member of the PPG previously. Lindsay worked hard towards the ‘Health and Wellbeing’ booklet, two surveys, bulletin boards in Reception and has been extremely effective working as a team with the Secretary. A thank you card and gift shall be sent on behalf of the PPG.</p> <p><b>A Motion to Change to Terms of Reference has been proposed</b></p> <p><b>From</b> 6.1 The Group will endeavour to meet no fewer than four times a year, and will, in addition normally hold an Annual General Meeting in February each year.</p> <p><b>Change</b> 6.1 The Group will endeavour to meet no fewer than <b>Three</b> times a year, and will, in addition normally hold an Annual General Meeting in <b>February/March</b> each year.</p> <p>There were no amendments received.</p> <p><b>Proposed</b> Carol O’Brien      <b>Second</b> Alan Wilkins</p> <p><b>For</b>      8      <b>Against</b>      0      <b>Abstain</b>      0</p>	Carol

2.	<p><b>Organisation of the Group (elections)</b>  Terms of Reference 4.1 – 4.2 Membership of the Group  Terms of Reference 3</p> <p><b>The Election of Officers</b>  CHAIR PERSON - Anita Fleming  Proposed - Carol O’Brien                      Second - Alan Wilkinson</p> <p>VICE CHAIR PERSON - Sarah Lord  Proposed - Christine Jackson                      Second - Alan Wilkinson</p> <p>SECRETARY - Carol O’Brien  Proposed - Alan Wilkinson                      Second - Margaret Morrison</p> <p>TREASURER - David Cockett  Proposed - Trish Hill                      Second - Susan Jackson</p> <p><b>We have 12 members who regularly attend;</b>  Dr. A. Tyagi, Dr. J Ireland, Sarah Lord, Lindsay Williams, Carol O’Brien, David Cockett, Alan Wilkinson, Trish Hill, Anita Fleming, Christine Jackson, Susan Jackson and Margaret Morrison</p> <p>Therefore we accomplish points 3 and 4 of our Terms of Reference</p>	
3.	<p><b>Secretary’s Yearly Report</b>  This report was circulated to all members prior to the AGM.  There were no questions raised.  <b>Proposed</b> Sarah Lord                      <b>Second</b> Margaret Morrison</p>	
4.	<p><b>Treasurer’s Yearly Report</b>  This report was circulated to all members.  There were no questions raised.  <b>Proposed</b> Carol O’Brien                      <b>Second</b> Sarah Lord</p>	
5.	<p><b>Aims of the Group &amp; Activities</b>  – Terms of Reference 2.1 – 2.2  We are still not completely representative of our whole community.  However during this last year we have;</p> <ul style="list-style-type: none"> <li>a) Contacted a local politician; Noordad Aziz</li> <li>b) Our local Imam; Rasheed</li> </ul> <p>No response was received from either.</p> <ul style="list-style-type: none"> <li>c) Mrs Aziz (Noordad’s wife) offered help but when contacted there was no further developments.</li> </ul>	

	<p>Terms of Reference 5.1 – 5.8</p> <p>5.1/5.2/5.7/5.8 2 meetings were held in 2025 and a memorial to the late Pauline Quinn OBE.</p> <p><b>5.2 Meetings, emails between Secretary/Chair and Practice Manager</b> Lindsay and Carol attended a partners meeting and findings of this was discussed in our Meeting.</p> <p>5.3 2 Newsletters produced following each meeting.</p> <p>5.4 A survey was held in January 2026 for 4 weeks with a great response and results populated. Thank you to the PPG and Practice for supporting this.</p> <p>Collation of information needs to be considered for the next survey as it is very time Consuming for the secretary. This should be considered by the Practice.</p> <p>5.5/5.6 The discussion of the survey findings will continue into April 2026 to feed into a May/June Newsletter. All ‘Actions’ to be back from the Practice to the secretary by 1<sup>st</sup> May and how these will be put into practice.</p> <p>A full action plan shall be formed following discussions with the Practice and PPG. To be further discussed at the meeting following the AGM.</p> <p>5.8 To re-produce our new notice boards on the Rishton site. Rishton is at present in the middle of the refurbishment but think the notice boards should wait until all is completed. To be discussed at the meeting following the AGM.</p> <p>Flu Clinics 2025 –The Practice felt that the presence of the PPG wasn’t required as Patients were met by Practice staff.</p> <p>We also continued with a Facebook presence throughout the year. Anita our new Chairlady shall take over the role with some help from Carol.</p>	<p>Sarah/Carol</p> <p>Sarah</p> <p>Sarah</p> <p>Sarah</p>
6.	<b>Meetings of the Group</b>	

