Notes of PPG Meeting Monday 27th September at 1.45 p.m 2 Links Road, Ashtead		
Present	Martin Riddle (MR), Chris Ranger (CR) Barbara Wells (BW), Simon Wass (SW), Steve Reeves (SR), Val Moss (VM), Eileen Pullinger (EP)	
		ACTION
Item 1 **The AGM**	**Options are** • Roll forward to next year – possibly March? • Hold a virtual meeting - places for attendance to be booked in advance – based on experience of small numbers attending in the past. **MR** to investigate option of signing up to Zoom for 1 month only to accommodate longer session. • Find alternative venue. **Decision** • Aim for virtual AGM for mid November 2021. • Roll on Quiz Night to March or November 2022. • **CR** would contact APMH to re-organise the bookings. • Prepare resume to enable AGM attendees to see what we have achieved as a group.	**MR** **CR**
Item 2 **GDPR**	**MR** had produced a draft policy document summarising the 7 principles (Regulations) of running a PPG including details that any Data the PPG holds will be used in accordance with those principles and comply with the regulations. Members had copies of the document. Following a brief discussion all members at the meeting accepted the document content unanimously. **JW** will need to sign off before publication on the Website.	**MR** **JW**
Item 3 **PPG future**	• Discussion to establish what we should/should not be doing as a PPG. What are our priorities/goals? • Acknowledged our fundraising campaigns have been very successful. The patients have been very generous in their response but agreed they should now be only once a year. • Our target for the gazebos etc was £1000. Money is now in excess of that target. Agreed that the balance will be held for next campaign. • Need to ask **JW** if the body monitor calibration is being done regularly. • Agreed that we will continue to do a yearly patient survey. • We will also need to review our terms of reference to reflect and represent patient views and concerns. • **MW** to enquire about patient numbers which appear to have increased – update required from **JW**	**MW**
A.O.B	• In the interest of easier communication and in order not to rely on e.mail alone members were asked to provide their personal contact details for **BW** to collate. The list will be for PPG members only and will not be divulged to anyone outside the group. • Highly unlikely that near future meetings will be held at the surgery – alternative venue discussed but not finalised. • Mondays still seem to be the most popular day so dates can be arranged now for January/February. • General conversation about our future relationship with the surgery. • Develop relationships with local and wider PPGs.	