

**Queenhill Medical Practice**

**Patient Participation Group**

**Annual General Meeting 2018**

Dear Patient

Please find below the proposed Agenda for the QMP PPG Annual General Meeting to be held on Tuesday, 16 January 2018 at 6.30 pm.

​All Patients are invited to join in discussions at QMP PPG Meetings and any comments and suggestions are always welcomed. If you are unable to attend Meetings but would like to contribute please e-mail the Group’s secretary (*queenhillmedicalpracticeppgsec@*[*gmail.com*](http://gmail.com/)).

Any item that you would like to be added to the proposed Agenda and any nomination for an Officer must be received before Saturday, January 6 2018.

Agenda

1 Apologies for absence

2 Introduction (Chair)

3 Minutes of the last Meeting

4 Treasurer’s report

5 Approval of the QMP PPG Constitution

6 Election of Chairman, Secretary and Treasurer for the year 2018/2019

7 General business:

1. DNAs (September 2017 – December 2017 inclusive)
2. EMIS and changes in administrative procedures at QMP
3. Flu Clinics 2017
4. Talk: Support for Carers
5. Patient Survey 2017 - report
6. Group's Forward Plan

8 A.O.B.

9 Date of next Meeting

NB Before this Meeting, the following documents will have been circulated by e-mail, displayed in the surgery waiting rooms and on the Practice website:

1. Agenda for the QMP PPG AGM scheduled for 16 January, 2018
2. Minutes of the last QMP PPG Meeting (held on Tuesday, 3 October 2017)
3. Copy of present QMP PPG Constitution (updated 16/07/2014)
4. Copy of updated QMP PPG Constitution (for approval January 2018)

*Secretary*

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