

**GLENROYD MEDICAL
PATIENT PARTICIPATION GROUP
Meeting on Wednesday 14 / 10 / 15 @ 4.30 pm
note the new time
AGENDA**

- 1) **Opening remarks** /welcome given by the chairman
- 2) **Apologies** for absence received prior to the meeting and any other apologies.
- 3) **Minutes of the Previous Meeting** to be read and agreed.
- 4) Minutes of the previous meeting to be agreed, - to be signed off.
- 5) **Practice Report** and any matters arising from the minutes that are practice related.
- 6) Presentation of a Cheque to the Practice for the price of the Four New Chairs.?
- 7) **Any more matters arising** from the minutes other than the book stall related as this is dealt with as a separate item later in the meeting.
- 8) **PPGN Meeting Report** from the PPG representative who attended on the PPG's behalf.
- 9) **Chairman's Report.**
- 10) **Secretary's Report.** / Correspondence
- 11) **Treasurer's Report.**
- 12) **Survey Update** - PPG Survey Rota at the surgeries **(Please Don't forget your Diary)**
- 13) **Book Rota.**
- 14) **AOB :** eg:-
 - 1) Christmas Raffle
 - 2) Future Events / Open days etc.
 - 3) Upload of Patient data to the NHS Computer System.