

**NOTICE PARCHMORE MEDICAL PRACTICE – PATIENT PARTICIPATION GROUP
GENERAL MEETING 30th OCTOBER 2019**

Dear Patient,

**Invitation to attend the Parchmore Medical Centre
Patient Participation Group (PMC-PPG) Annual General Meeting and to Elect New Officers**

Date: 30th October 2019

Venue: St Paul's Church Hall, St Pauls Rd, Thornton Heath CR7 8NB

Time: 6.45 for 7pm to 8PM

The **AGENDA** on the day will be as follows:

1. Welcome & Introductions – Chair
2. Minutes of General Meeting 2018
3. Matters Arising
4. Annual Executive Committee Report 2018 - 2019
5. Work Plan 2018-2019 for information only
6. Approved Terms of reference 31st October 2018
7. Election of Officers 2019-20 - Chair, Vice Chair, General Secretary, Secretary plus 16 Committee Members
8. Brian Dickens MBE PMC Group Operational Manager will make three short presentations on Social Prescribing and update on PMC
9. Any Other Business

IMPORTANT: all eligible nominations to PPG Committee should reach the Group Operational Manager by 5pm on the **23rd October 2019** at the Parchmore Medical Practice in a sealed envelope addressed to the **Group Operational Manager Brian Dickens MBE “PMC-PPG Nominations”**

Note1: The PPG Executive Committee will consist of Chair, Vice-Chair, General Secretary, Secretary and maximum of 16 Committee Members. Only those executive committee members, who have served on the committee for at **least one year**, will be eligible to be nominated for the positions of the Chair, Vice Chair, General Secretary and Secretary.

Note2: Registered patients can join the executive committee by stating their willingness to take an active part in the work of the PPG

Copies of the all election literature will be available on the Web-Site and on the day at the registration desk.

We suggest you arrive promptly at **6.45pm** to go through the paperwork before the start of the meeting at **7pm**. If you require any assistance, please contact parchmoreppgth@gmail.com

Yours sincerely,

Mohan S Dhamrait OBE
PMC- PPG General Secretary

Documents for AGM 10/2019: -

AGM 1 10/19 Notice PMC-PPG General Meeting 30th October 2019.

AGM 2 10/19 A Terms of reference

AGM 3 10/19 Minutes of AGM 31st October 2018

AGM 4 10/19 Annual Committee Report 2019

AGM 5 10/19 Work Plan 2018-2019 for information

