

**NOTICE PARCHMORE MEDICAL PRACTICE – PATIENT PARTICIPATION GROUP
GENERAL MEETING 31st OCTOBER 2018**

Dear Patient,

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

Date: 31st October 2018

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 2017
3. Matters Arising
4. Annual Executive Committee Report 2017 - 2018
5. Work Plan 2017-2018 for information only
6. Election of Officers 2018-19 - Chair, Vice Chair, Secretary and a Minutes Secretary plus 16 Committee Members
7. Any Other Business

IMPORTANT: all eligible nominations and any questions to PPG Committee should reach the Group Operational Manager by 5pm on the **12th October 2018** 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, Secretary, and a Minutes Secretary also 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 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 parchmoreppg@gmail.com

Yours sincerely,

Mohan S Dhamrait OBE
PMC- PPG Secretary

Documents for AGM 10/2018: -

AGM 1 10/18 Notice PMC-PPG General Meeting 31st October 2018.

AGM 2 10/18 A Terms of reference

AGM 3 10/17 Minutes of AGM 26th October 2017

AGM 4 10/17 Annual Committee Report 2018

AGM 5 10/17 Work Plan 2017-2018 for information