

## **Agenda – For AGM 23<sup>rd</sup> May 2022**

### **Annual General Meeting of Melrose Practice PPG**

#### **23/05/2022 Meeting held at Melrose Surgery Start of Meeting 5.45pm**

	<b>Agenda Item Lead</b>
1. Welcomes and apologies for absence	KB
2. Approval and adoption of pre-circulated minutes of 24/02/2022	KB
3. Election of Officers: Chair and Secretary.	KB/All
4. Approval of pre circulated documents (terms of reference, newsletters etc)	KB/All
5. Discussion and agreement of processes and procedures	KB/SB
6. Matters arising - surgery update - patient survey, telephony System and website	SL/BM
7. Any Other Business, raised by the chair/group/ VPPG	KB/All
8. Date of next meeting: Day/Month/Time	All
9. Meeting to close by 6.45pm	

If you are unable to attend, please contact: **[suzanne@gttele.com](mailto:suzanne@gttele.com)**