

Minutes of the Laurel Bank PPG AGM
Held on Wednesday 15th April 2026 at 2pm at Malpas Surgery

Present: David Williams, Esther Sadler-Williams, Peter Overmeer, Trish Thompson, Trevor Jackson, Roy Kerry, Rhiannon Wilson, Denise Bradley, Ian Waddington, Dr Amy Evitts and Edward Rigby.

1. Welcome and Apologies

David Williams, standing Chair of the former VSG PPG, welcomed attendees to the inaugural AGM and monthly meeting of the newly merged Laurel Bank PPG Committee.

Apologies received from: Marianne Poulton, Janet Foster, Wendy Bell, Suzy Leaman Pauline Hood and Hilary Wells.

2. Approval of Minutes and matters arising

As this was the inaugural meeting of Laurel Bank PPG there were no previous minutes.

3. Chair's Report

David noted that the PPGs had been in a "state of limbo" during the merger period but they are now ready to resume their work with a renewed focus.

4. Election of Officers for 2026-2027:

Roy Kerry proposed reinstating the previous VSG PPG officers for continuity:

- **Chair:** David Williams
- **Vice Chair:** Esther Sadler-Williams
- **Secretary:** Janet Foster

The officers had self-nominated, and no additional nominations were received following the pre-meeting invitation. The proposal was seconded by Ian Waddington and agreed without contest

5. Review & Approval of the Draft Constitution:

The draft constitution, adapted from the former VSG version, was reviewed.

Denise Bradley queried whether the mission was too ambitious. Esther Sadler-Williams outlined previous PPG achievements, including monitoring online access uptake and successfully challenging cross-border issues with the Maelor Hospital. The group agreed the mission should remain unchanged.

Trish Thompson asked whether the PPG would review complaints. Members reflected on past involvement, particularly supporting clearer, patient-friendly language in complaint responses. Peter Overmeer highlighted previous issues with overly technical medical terminology. Edward confirmed the Practice will not share individual complaints but will provide quarterly high-level numbers and any appropriate themes or trends.

It was noted that references to the former Cheshire CCG should be updated to "Commissioner" for futureproofing.

David Williams confirmed that system-level PPGs, where meetings were hosted by West Cheshire, no longer exist. He also noted his current role, it rotates, as Chair of the Rural Alliance PPPG Chairs, which meets quarterly.

Edward clarified that while the Practice must establish and maintain a PPG, ownership and leadership rest with the patient committee, ensuring it remains a genuinely patient-led group.

Minor amendments to paragraphs 6 and 9 of the constitution were noted for correction.

The amended constitution will be circulated to attendees for final comments before ratification. (Action: David Williams)

A short discussion clarified the distinction between general PPG membership and the committee. The committee is capped at 25 members to remain manageable, though this can be reviewed.

6. **AOB:** None