



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held on Monday 28 March 2022
On Line via Google Meet Virtual Conferencing

Attendance

Martin Grossman (Acting Chair)
Kevin Mahon (Chair) Anita Manek (Treasurer),
George Bardwell (Vice Chair) Lorraine Solomon (Secretary)
Phillip Snell, Jenny Stephany (Trustee)
Dr Hanna Bundock, Dr Mehul Lakhani (Partners PMC)
Rupa Yagnik (Practice Manager PMC)

1. Apologies for Absence

Nicky Heskin, Jayant Doshi (Trustees), Sheila Cole (Associate Board Member)

2. Minutes of Previous Board Meetings and Matters Arising

Consideration of the Minutes of the previous Board Meeting was deferred.

3. AGM Arrangements

The single item on the Agenda was to consider and decide upon the arrangements for the Annual General Meeting, now booked for the Pinner Methodist Church Hall on Tuesday 12 April 2022 at 7.00 pm, with all PMCPA Members having been invited by email or post on 15 March.

The following points and actions were agreed:

- Volunteers from among the Trustees would be needed from 6.30 pm to set up the Hall **(Action Trustees);**
- The draft agenda was agreed subject to the Pinn Medical Centre Report becoming Item 5 and being expanded to give an indication of what would be covered – eg the PMC Video, comparisons of NHS, Harrow and PMC workloads and provision, the walk-in-centre, the vaccination programme, the consultation appointment system and on-line arrangements. George would clear the item description with the PMC **(Action GB);**
- Papers for the AGM will be sent to all Members by email in advance, and hard copies made available on the door **(Action LS);**
- The renewed invitation to attend should stipulate that masks will be required, that Members are encouraged to take a Covid lateral flow test before attending, and should include a request that Members should not attend if they are suffering from any Covid symptoms **(Action LS);**

- Chair, Treasurer, Carers' Network and PMC Reports should be produced by 5 April **(Action KM, AM, JS, PMC)**;
- If desired brief presentations of salient points can also be prepared by 5 April **(Action KM, AM, JS, PMC)**;
- Trustees should, if they wish, update their bios for circulation to the meeting and uploading on the PMCPA website by 5 April **(Action Trustees)**;
- The PMC offered to photocopy the Agenda and Papers sets and would be assisted by Trustees **(Action PMC, Trustees)**;
- Kevin and Martin would visit the Methodist Hall in advance to check on the facilities there (eg screen, sound system). It may be necessary to hire a sound system **(Action KM, MG)**;
- Jenny would provide a projector and laptop **(Action JS)**;
- Phillip would invite his wife, Rose, to take a note of those attending, checking they were Members, together with Sue Bardwell **(Action PS)**.

4 AGM Quorum

The PMCPA Constitution provided that AGMs should only take place with a quorum of at least 40 Members present, failing which it should be re-arranged for not less than 21 days later. The Board unanimously agreed that, in the light of the pandemic, that provision should be suspended for this year only. Although the Board may not wish to proceed with less than 20 Members present.

5. Date of Next Meeting

The next meeting was arranged for 9 May at 7.30 pm, to be chaired by Anita Manek.

GB Mar 2022