**BEECHWOOD SURGERY**

**PASTORAL WAY, WARLEY, BRENTWOOD. CM14 5WF**

**TEL: 01277 212820**

**PPG MEETING AGENDA**

**Monday 4th December 2023**

**1pm – 2pm**

**Attendees:** Robin Maillard – PPG Member - Chairman

Norma McIntyre – PPG Member

Barry Ford – PPG Member

Steve Massey – PPG Member

Dr Andrew Burgess – Beechwood Surgery, Partner & General Practitioner

Vicki Johnson – Beechwood Surgery, Practice Manager

Amber Deed – Beechwood Surgery, Admin Assistant

**Apologies:** Roland Hopwood – PPG Member

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| **1pm** | Welcome | Robin Maillard, Chair |
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| **1:10pm** | Introduction & Staffing Update | Vicki Johnson,  Practice Manager |
| **1:30pm** | Flu campaign feedback | Vicki Johnson,  Practice Manager |
| **1:40pm** | Telephone issue | Vicki Johnson,  Practice Manager |
| **1:45pm** | Fundraising | Vicki Johnson,  Practice Manager |
| **1:50pm** | Waiting Room Area – Please see enclosed | Roland |
| **2pm** | Any Other Business | All |

**Proposed Date**

**of Next Meeting:** 4th March 2023, 1.00pm, t.b.c

Beechwood Surgery