

## **Notes of the Meeting of Faringdon PPG on 7 October 2013 at 10 30am**

Present: Marcus Laphorn Gene Webb Graham Roberts Ann Thompson  
Caroline Beaney Jo Morgan

Apologies: Emily Norton John Mattingley

The meeting was convened to plan the Open Meeting on 13 November 2013. It was agreed that:

- Dr. Bartholomew would give a 15 minute talk to bring everyone up to date
- The meeting would divide into groups – rectangular tables would be available. Each member of the PPG would act as a facilitator using the survey as a basis for discussion.
- The facilitator would be expected to take notes and agree with the group the key points.
- The group session would be allowed 30 minutes – during which tea/coffee & biscuits would be served. Caroline & Jo agreed to facilitate this.
- One person from each group would then report back to? (not sure we decided who would fulfill this role) who would write up the key points on a flip chart – 1 point from each group.
- Dr. Bartholomew would then address these points and take further questions
- Marcus agreed to close the meeting.
- Ann agreed to produce a slip with the PPG logo for each table, inviting people to give their names and email addresses should they wish either to join the Core Group and/or be kept informed of further events.

### **Added by GW**

Leaflets table.

Newsletters on table

Sign in form on each table 'those present'- could be dual purpose- email req

Survey forms on tables for start of meeting