

St Stephen's House Surgery
Patients' Participation Group Annual General Meeting

Thursday 21st May 2026

At The Ashtead Peace Memorial Hall

Woodfield Lane, Ashtead at 7.30 p.m.

Minutes

Present: Jess Sohal(**JS**) Chair; Beverley Porter (**BP**) Treasurer; Valerie Moss (**VM**) Secretary; Tim Robertson (**TR**) committee member; Barbara Wells (**BW**) committee member; Linda Tate (**LT**) committee member; Andrew Moss (**AM**) associate committee member.

Dr Lidia Kostuch-Bush (**Dr K-B**), Dr Hasan Al-Bahrani (**Dr HB**), Fiona Pratt (**FP**), Assistant Practice Manager, and 18 patients of St Stephen's House Surgery.

1. Apologies for absence. Richard Coveney, Sam Wylie, Jane White.

2. Welcome from the Chair. **JS** welcomed everyone to the meeting.

3. Minutes of the AGM held on 15th May 2025.

Proposed: **BW**. Seconded: **TR**

The minutes were approved.

4. Matters arising. None.

5. Chairperson's Report. **JS** spoke to the meeting. The money raised during 2024-2025 had been spent on the chairs with arms for the surgery, and on the purchase and installation of a bike rack outside. The remaining money was retained for ongoing costs of the defibrillator.

The gardens to the front and back of the surgery had been cleared and were being maintained by committee member Richard Coveney and he was thanked for his time.

The PPG had sent out a newsletter during the year and planned another one this summer.

A patients' survey had also been sent out and the majority of those who had responded had been satisfied with their experiences at the surgery.

Volunteers from the PPG had helped with the flu clinic last autumn and would do so again this year.

Two committee members were stepping down after this AGM – Sam Wylie and Barbara Wells. They were both thanked for their time and commitment.

The committee had welcomed Linda Tate as a new member this year.

JS explained to the meeting that there were minimal numbers on the committee and new members were needed. We especially need someone to monitor social media. Anyone interested was asked to leave their email address.

JS thanked all the members of the committee for their work during the year, and also the doctors and staff at the surgery. She particularly mentioned Jane White, practice manager, for her role as liaison between the committee and the surgery.

6. St Stephen's House Surgery report. Dr K-B thanked the PPG committee for all their work. The surgery had especially appreciated the gardening and the help at the flu clinics, as well as providing medical students with practice sessions.

The current medical staff are:

Dr Lidia Kostuch-Bush, Dr Anna Woodhatch, Dr Laura Fraser, Dr Hasan Al-Bahrani, Dr Wesley Babajews – all either partners or employed by the practice; Dr Ndidi Elmedoh who works on Tuesdays; Danny Keohane, first contact physiotherapist; Saba, physician's associate; Zara, prescribing pharmacist. Final year students from end of August – end March. One GP registrar per year. Plus the nurses and office staff.

AI is starting to be used in some practices but not at SSSHS.

Some extra funding is coming for two extra sessions from August.

The imposition of on-line booking of appointments had worked well for many patients. Those who were unable to use this system could still ring and the office staff would complete the forms for them.

Dr Bush was thanked for her report.

7 Treasurer's Report. BP There is £806 in the Bank appeal Account and £348 in the Bank Current Account. Total £1,154.

BV explained that the Appeal Account had been opened for collecting funds for the defibrillator and the chairs for the surgery. This account could now be closed.

The money in the accounts should be retained for ongoing expenses for the defibrillator which will require a new four-year contract next year at a cost of approximately £700.

The only source of income for the PPG was from the sale of books which was £185 this year.

The idea of another quiz night was suggested. The PPG would need to know what any funds raised would be used for.

BP thanked Bob Bushell for once again auditing the accounts.

8. Election of the Committee.

Chair Jess Sohal. Proposed Dr Bush. Seconded Sandra Brown.

Treasurer Beverley Porter. Proposed Dr Bush. Seconded Andrew Moss.

Secretary. Valerie Moss. Proposed Fiona Pratt. Seconded Lynda Thatcher.

9. AOB. None.

The meeting closed at 8.15 p.m.

