

## Meeting of Sussex Local Pharmaceutical Committee – Agenda

**Date** Thursday 12<sup>th</sup> September 2024

**Time** 9:00am – 9:30am

**Location** East Sussex National, Uckfield, TN22 5ES

(This meeting will be recorded for minuting purposes and then deleted)

**Circulation** **Sussex Local Pharmaceutical Committee Members**

**In attendance:** Community Pharmacy Surrey & Sussex Team

**Guests:** None

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.00am	<b>Annual General Meeting</b>			
2	9.10am	<b>Welcome and Introductions</b> - Meeting etiquette & overview - Welcome to new LPC member	Standing item		Chair/All
3	9.10am	<b>Apologies for absence</b> <i>Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 7 if all appointed</i> Received prior to the meeting: Henrietta Adu	Standing item		Chair
4	9.10am	<b>Governance Matters</b> - Members are asked to note the contents of their own declaration of interests and governance principles. Inform the Chair of any changes to the declaration of interests. - Members are reminded of the LPC Constitution <a href="#">here</a>	Standing item	Attached to the agenda	Chair
5	9.15am	<b>Minutes &amp; Matters arising</b> - Minutes of previous meeting to be checked for accuracy, approved, and signed by the Chair - Matters arising from the minutes, not already on the agenda to be reviewed	Standing item	As attached	Chair/all



		- Review of the action log and progress update against open actions			
6	9.20am	<b>Finance Update</b> - Sussex LPC accounts 2024-25 YTD - CPSS accounts 2024-25 YTD	For report	To follow	PA
7	9.25am	<b>Market Entry</b> - Market entry summary	For report	Verbal	JP
8	9.25am	<b>AOB</b>	Standing item		Chair
9	9.30am	<b>Meeting wrap up</b>			Chair
10	9.30am	<b>Close</b>			Chair