

PPG Committee Meeting

Thursday 12th February 2015 1.30p.m. at The Banks Surgery

- 1. Those present:** Carolyn Necklen (Chair) Geoff Moulds(Treasurer) Mrs Sharon Clay, Jane Steel, Pat Haswell, Alan Willcocks

- 2. Apologies:** Ann Childs, Dr. Jason Fitchett, Karen & Mick Stephenson- Huxford, Claire Cundy, Karl Windridge, H Smitham-Hopwell

- 3. Minutes of the previous meeting** – these were agreed as a true and correct record of events

		Action to be taken	
		who	when
4.	Matters Arising – The chair had prepared a letter to go to Nicki Morgan M.P. Dr. Fitchett currently perusing.		
5.	Health Bus Feedback – This was the “New Year – New You” campaign. The bus was parked at Asda and was offering a free mini health check. There were several stands displaying materials about a variety of health issues. Carolyn and Pat were there to hand out leaflets and encourage people to avail themselves of the health check. The organisers have sent a message of thanks and reported the success of the campaign. Jane expressed regret that there was no feedback of information to the practise regarding health issues noted in these checks. It is hoped that participants were advised to see their doctor if it were considered necessary.		
6.	Questionnaire Feedback – data not yet available.		
7.	Planning Dates for Future Meetings – it has been agreed to alternate between afternoon and evenings to accommodate members who work. Dates Agreed as follows:- Wednesday 15 th April 7.p.m. Thursday 21 st May 1.30 p.m. Wednesday 24 th June 7.p.m. Thursday 10 th Sept 1.30 p.m. Thursday 29 th Oct AGM 7.30p.m. Thursday 26 th Nov 1.30 p.m.		

	<p>Thursday 19th March 1.30 Garden Party to tidy up the outside area around the surgery building.</p> <p>Fundraising and Education Events to be discussed at the next meeting. N.B. June 1st-5th is National PPG Awareness Week so we should plan something for that week.</p>	<p>Geoff, Carolyn, Jane, Alan + any new members who are available</p>	
8.	Roles for Committee Members – deferred to next meeting.		
9.	<p>Activities –</p> <p>Newsletter – due to a variety of reasons it was considered that this would not be the optimum method of making the public aware of what we are doing. More appropriate methods would be the website and regular updates in Talk Sibley. The next deadline for copy is 8th March.</p> <p>Gardening – 19th March 1.30</p> <p>Fundraising – deferred</p> <p>Educational Events – Deferred until Carolyn has received the list of events from Highgate surgery so that we can amalgamate for some activities and avoid clashes.</p> <p>Display in Waiting Room – this to be changed to feature “How to use the Triage System”</p>	<p>Jane/Carolyn to produce an article.</p> <p>Carolyn</p>	<p>Early March</p> <p>a.s.a.p</p>
10.	<p>A.O.B. –</p> <p>Music in Waiting Room – a performing rights license is required. It is unrealistic to fund this, so no music will be played. Patients may get used to this. The situation to be reviewed at a later date.</p> <p>Questionnaire- suggestion for next time – help patients to identify which staff are nurses and which HCAs.</p> <p>PH mentioned the stiff door hook and holes in the drive. JS will investigate a solution to both.</p> <p>In discussion about decorating the waiting room it became apparent that JS and JF had done this in their own free time. AW asked if there was a budget for this. JS responded that there is no separate decorating budget. Anything spent on the surgery reduces the amount of money that can be spent on healthcare.</p>		

