**Minutes of the meeting of the Patients Representative Group Held on Tuesday 19th March 2013**

**Attendees**: , Mrs H Canham, (Chairman) Mrs Carolyn Necklan,(Treasurer) Mr Bernard Singleton,

Mrs Sharon Clay

**Apologies**: Dr Clay, Dr Fitchett, Jane Steel, Louise Marshall, Angela McCloughlin,

 Mrs Muriel Jones, Mrs Ann Childs

HC went through the minutes of the last meeting, the following comments were made:

CN reported that she had done some investigation into opening a charity bank account and was still waiting for some details before making a decision. Barclays Bank in Birstall seemed to be the best. SC said she would write a cheque before the end of the financial year to open the account. We need 3 signatories, HC, BS and CN (two to sign). All to provide necessary details and sign appropriate forms. SC will provide surgery details.

HC said she would do the minutes for this month as we still do not have a secretary appointed.

AGM to be held in the surgery waiting room on Thursday 16th May at 1.30pm to coincide with the Annual report, treasurers report, patients questionnaire and plans for the coming year eg fund raising etc. Appointments for the post of Chairman, Treasurer and Secretary to be reviewed/ appointed.

**Car park** – nothing to report.

SC reported that one GP had been interviewed, nothing to report on that so far. Looking to employ partners not contracted GP’s.

**Fund raising** – CN offered to do the poster for the forthcoming quiz to be held at the Horse and Trumpet public house and e-mail to SC to produce in colour and print off.

**Section 106 monies** – The GP surveyors report was more positive, feasibility study sent to Amanda Anderson. Funding will not be released until the first occupancy by the PCT. SC to make sure the monies come to us not anyone else. SC to e mail Amanda Anderson to say it has been discussed and minuted in this meeting.

**Doctors cover** – BS asked for Dr Eddleston’s name to be removed from the Banks Surgery web site as she does not practice from this surgery. BS mentioned that Dr Chu was leaving and that he should be removed when he has left. BS asked why Dr Fitchett was going to Woodhouse on such a regular basis, particularly covering the Clays annual leave and Dr Clays external meetings.

**Plaque** – there were no matters arising from this as the plaque has still not been ordered or arranged.

SC called the meeting to a close as she had to leave.

Next meeting arranged for Thursday 18th April 2013.