**Westdale Lane PPG Meeting November 22nd 2018**

Present: Alan Bexon, Margaret Hicking, Malcolm and Pauline Ely, Francis Henman, Joyce Kerry, Frank Shaw Sam Smith and Paula Watts

Apologies: Dr Khaliq, Brian Beardsmore/

Chairman Welcome and news:

Alan congratulated Joyce on her excellent job of producing a draft copy of the proposed newsletter. She would work together to produce the first Issue which would then be available on the Surgery TV screens and as paper copies.

Minutes- Matters arising.

The planned extension is still awaiting final approval from the relevant authorities. It was hoped for approval in January and completion by June 2019.

The out of hours to cover Tuesday till 8pm and Saturdays and Sundays has commenced. It is provided on a rota between the local GP practises and is booked online through your own surgery.

Practice Managers report The newsletter would be out of date quickly so, after discussion it was proposed that there should be a minimum of 3 per year.

There is now a full complement of staff at the surgery with no vacancies

Attendance to appointments continued to be good with just a few nursing appointments missed.

Parking notices are already in place but GPO vans still use the space in the early morning.

Questionnaire Malcom and Pauline produced a list of questions which would be put to the patients in the surgery in Feb/March. After discussion, it was also thought that those volunteering to encourage the patients to fill this in would need name badges. An explanation of the purpose of the questionnaire could be displayed on the TV screen so that patients are aware.

**The next meeting is our AGM which will be 31/1/2019**