

Robert Frew Patient Partnership Group  
Minutes of 19th Meeting Held 19th December 2011  
At The Robert Frew Medical Centre

**Present**

Gareth Williams	Vice Chair
Jennifer Wall	Treasurer
John Langley	Secretary

Dr Chakera, Colleen Shelley, Frank Shepherd, Anthea Shepherd, Ernie Tomkins.

The meeting commenced at 6.58 pm.

**19/01 Apologies**

Apologies were received from Carole Groves, Jacqueline Coleman and Jayne Bevis.

**19/02. Minutes of meeting dated 21<sup>st</sup> November 2011 & matters arising.**

19/02.1 The Minutes of the previous meeting were accepted as a true record of the proceedings and signed accordingly.

**19/03 Consideration of Patient Survey and Layout**

19/03.1 As agreed, Carol Groves provided a draft document for discussion. Further consideration was given to this draft and a finalised list of questions produced. Colleen Shelley kindly agreed to make the necessary changes to Carole's draft to produce a final document.

CS

19/03.2 It was agreed by the group that there may not be sufficient e-mail responses to this survey to provide a statistically valid result. To address this it was also decided that group members would attend the surgery to obtain input from patients personally. A rota for this was agreed as follows:-

All

Tuesday, January 17	Frank & Anthea Shepherd
Wednesday, January 18	Jennifer Wall
Thursday, January 19	Ernie Tomkins
Friday, January 20	John Langley

**19/04 Review Fundraising Letter**

19/04.1 John Langley reported that the final proposal for a fund raising letter was not yet available and it was agreed to hold this item over till the group's next meeting.

JL

## **19/05 Treasurer's Progress Report on Opening Bank Account**

19/05.1 Jennifer Wall reported that all initial arrangements had been made with Lloyds Bank to open a 'Treasure's Account' in the name of 'Robert Frew PPG'.

19/05.2 Jennifer also advised that the Account Number will be 23470268 and that the 'Sort Code' for the Wickford branch of Lloyds Bank is 30 – 90 – 80.

19/05.3 It is now required that the nominated signatories attend the bank premises with two suitable forms of proof of identity (Passport and driving licence seeming to be the easiest). This they agreed to do at their earliest convenience.

JC  
GW  
JL  
JW

19/05.3 Once the above is complete Jennifer Wall will conclude the arrangements with Lloyds Bank and advise the group accordingly.

## **19/06 Date of Next Meeting**

19/06.1 The next group meeting will be held on Monday, January 16<sup>th</sup> 2012.

## **19/07 A.O.B.**

19/07.1 There being no further business, the meeting closed at 7.32 pm.

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**Signatures**

Chair .....

Vice Chair .....

Secretary .....

Treasurer .....