

Robert Frew Patient Partnership Group
Minutes of 20th Meeting Held 16th January 2012
At The Robert Frew Medical Centre

Present

Jacqueline Coleman	Chair
Jennifer Wall	Treasurer
John Langley	Secretary

Jayne Bevis, Dr Chakera, Carole Groves, Dr Ogunsanya, Colleen Shelley, Frank Shepherd, Anthea Shepherd, Ernie Tomkins.

The meeting commenced at 6.58 pm.

20/01 Apologies

E-mail apologies had been submitted by Gareth Williams and Elizabeth Stobbe but unfortunately were not received till after the meeting.

20/02. Minutes of meeting dated 19th December 2011 & matters arising.

20/02.1 The Minutes of the previous meeting were accepted as a true record of the proceedings and signed accordingly.

20/03 Review Fundraising Letter

20/03.1 John Langley circulated the draft fundraising letter for review.

20/03.2 After some discussion a final wording was agreed and the draft has been updated accordingly. JL

20/03.3 Jennifer Wall kindly offered to act as the focal point for responses to this letter. JW

20/04 Review progress on opening bank account

20/04.1 Jennifer Wall reported that all arrangements were in place to open the account but that she was waiting for input from Gareth Williams.

20/04.2 It was agreed that, should Gareth be unwilling to take on the role of account signatory then a substitute would need to be found.

20/04.3 Carole Groves volunteered to fulfil this role should it become necessary.

20/04.4 Jennifer Wall agreed to contact Gareth to establish his intentions. JW

20/04.5 Subsequent to the meeting Jennifer has contacted Gareth and established that he is willing to continue and will try to complete the paperwork this week. GW

20/05 Confirm attendees for patient survey

- 20/05/1 All group members identified in the minutes of the previous meeting confirmed their ability to attend the surgery as promised. All
- 20/05/2 In addition, Jacqueline Coleman offered to attend on Wednesday January 18 and Carole Groves on Thursday January 19. These offers were gratefully accepted. JC
CG
- 20/05.3 Once complete, John Langley agreed to collate the survey results and e-mail these to the group. JL

20/06 Discuss initial plans for 2012 health awareness/open day

- 20/06.1 A preliminary date for this event was established as September 22, subject to not clashing with Barlylands Essex Country Show or Wickford Carnival.
- 20/06.2 Jacqueline Coleman undertook to check and advise the dates of these events. Subsequently she has advised that the Barlylands event is scheduled for September 8/9 and the carnival for September 15. JC
- 20/06.3 It was agreed that this open day could best be handled by a small sub-group of the PPG, however insufficient volunteers were forthcoming at this meeting.
- 20/06.4 Jacqueline Coleman offered to act as a focus for any sub-group but stated that she could not handle all the organisation on her own.
- 20/06.5 All members of the PPG were asked to reconsider their reluctance to join this group. All
- 20/06.6 It was decided to revisit this item at February's meeting to see if any progress can be made.

20/07 Date of next meeting

- 20/07.1 The next group meeting will be held on Monday 20th February 2012.

20/08 A.O.B.

- 20/08.1 There being no further business the meeting closed at 7.56pm.

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Signatures

Chair

Vice Chair

Secretary

Treasurer