

Green Street PPGC Meeting – Thursday 21st December 2017.

Meeting commenced at 6pm

In Attendance

Janet French (Chair) (JF)

Debbie Pennington (Secretary) (DP)

Heather King (Practice Manager) (HK)

Dr Daniela Penge (DP)

Sue Cook (SC)

Lesley Goble (LG)

Tony Meier (TM)

John Ungar (JU)

John Masters (JM)

Martin Cannon (MC)

David May (DM)

Emma Ducklin (ED)

Peter Diplock was welcomed as a new member. (PD)

Apologies: Keith Stone

Minutes

The Minutes of the meeting held on 23rd November 2017 were agreed with one amendment – the final sentence under the Terms of Reference to read

‘It was agreed that this signed version did not need to **be** circulated to the PPGC’

As an action from the last minutes, JF confirmed that various Notice Boards in the Practice had been reviewed and updated with the inclusion of the poster highlighting the need for Supporters.

Newsletter

Discussion covered feedback, cost, circulation and future content with the following agreed:

- The aim should be to produce the newsletter quarterly.

- The next print would be in January and a far smaller print run was required. JF had received quotations from the printers covering 500 - £170, or 1000 - £260. It was felt that 500 would be sufficient.
- The content should convey the message that this should be taken home, as opposed to being read and left in the Practice or any other venue where the copies had been distributed.
- A double sided sheet could also convey enough general information for this next run, namely, an introduction to the Supporters, information regarding facilities that would be beneficial to patients coping with winter temperatures, and a survey for completion and return. This could also reduce the cost to a figure below £170.
- The Supporters would be asked to supply photographs for insertion in the newsletter – this would help patients to identify them as it is hoped they would have a greater presence in the Practice.
- The editions would be numbered and dated.

The Communications sub committee would meet as soon as possible after the New Year to consider the survey content, which would then be agreed with the Practice before going to print. TM confirmed he would be happy to manage the analysis of any survey return.

Bank Account

JF confirmed the balance of the account and highlighted the fact that, by default, the address of the account was listed as her home address. It was agreed that this should be changed to the Practice address.

Fundraising.

In response to a question raised by MC as to whether there would be an annual budget allocated for the PPGC. HK suggested that this could be reviewed following the AGM.

Green Street Supporters

SC reported that the Supporters Group now has 13 members. JF, HK and SC will meet with the Supporters as a group in January to agree method of working and relationship with the PPGC. It was hoped that one of the new group would take responsibility for the overall scheduling of any agreed action required from this Group and liaison with any potential new supporters.

Objectives in 2018

The following objectives were jointly agreed for the 2018 calendar year:

- Quarterly newsletter
- Publication of survey, analysis of results and support of the Practice in any agreed action against the results.
- Consultation on the potential new build and any resultant need for fundraising.

- Engagement with the Supporters Group.

Meeting dates for 2018

25th January

15th February

15th March – agreed as the date for the AGM. Consideration will be given, at the January meeting, as to the audience for this event. Various venue options were considered – any final decision here being dependent upon whether the AGM is purely a PPGC meeting or a joint venture with the Practice as an open forum.

19th April

17th May

21st June

19th July

20th September

18th October

15th November

20th December