

## **Green Street PPG Meeting – Thursday 21<sup>st</sup> September 2017 commencing at 6pm.**

### **In Attendance**

Janet French (Chair) (JF)

Heather King (Practice Manager) (HK)

Dr Daniela Penge (DP)

Martin Cannon (MC)

Sue Cook (SC)

Leslie Goble (LG)

Tony Meier (TM)

Debbie Pennington (DP)

Keith Stone (KS)

Apologies: Apologies had been received from Emma Ducklin, David May, John Ungar and John Masters

JF opened the meeting by introducing Nova Upton (NU) who has kindly agreed to be the Treasurer for the Group.

### **Minutes**

The minutes of the meeting held on 20<sup>th</sup> July 2017 were agreed. It was also agreed that the various update emails that had been sent by JF in the interim period would be held with the last minutes.

### **Structure**

JF opened a debate regarding the structure of the PPG and, following that debate it was agreed that:

- The PPG would adopt a formal year, commencing on 1<sup>st</sup> April. This would bring the PPG in line with the Practice financial year.
- In March of each year there would be an AGM, with a presentation of accounts and a statement on the activity for the previous year.
- The Chairman would stand down on 31<sup>st</sup> March each year and the PPG would then elect the Chairman for the following year from any named candidates.
- There was a requirement for the existing Terms Of Reference (TOR) to be re-visited to reflect all of the above.

JF advised the Group that KS had sent her a full TOR to consider. JF confirmed that she would draft a new TOR, taking much from the KS document. Out of courtesy she would share the draft with the Practice first and then circulate it to all members of the PPG for comment.

## **Bank Account**

JF confirmed that full details of the bank account had now been received from Barclays, including the cheque book. It was agreed that NU would hold the cheque book and JF handed it to her.

HK will be organising the transfer of the agreed budget of £500

Green and Elliott had confirmed the transfer of £200 as payment in full for the advertisement in the Newsletter. Thanks to SC for her work here in gaining this contribution.

Kamsons had been given the option of payment by bank transfer or by cheque – JF would advise on the receipt, when it arrives. In response to a prompt from LG, JF confirmed their advertisement would not be included without payment being received.

MC raised whether NU should now be a signatory on the account as the formal Treasurer. After discussion it was agreed that the account would run with the existing 3 signatories for the moment.

## **Newsletter**

JF had previously explained that the new building update couldn't be included in this first edition and that the practice on urine samples would not cover the same amount of space as that originally taken directly from the Lighthouse newsletter.

The Practice had, however, provided JF with additional interesting articles and they had now been given to the printer. JF would forward the revised proof to the PPG for comment.

A group photo for the front page was proving difficult to organise and it was therefore agreed that each member of the PPG would provide JF with an electronic photo, which the printer could then place creatively on the front page.

It was also agreed that the same space could be given to an article on the Friends of the Practice in the next edition.

HK would look to provide a panoramic view of the Downs to use as the Header.

## **New Build**

DP updated the PPG – essentially we are unable to publish any detail until various levels of confirmation are received. DP confirmed that none of the delay suggested that the project was in jeopardy. There would be a full update at the next meeting and it was hoped that much of the next edition of the Newsletter could be devoted to the new build. JF advised that Dr Gaffney would be forming

his Working Group as soon as he could, to include interested members of the PPG.

## **Website**

MC had forwarded a detailed email listing some of the areas where it was felt more clarity could be given on the Practice website and it was generally agreed that an overhaul was needed. After discussion – in particular around the lack of time HK has at the moment to actually sit down with MC, coupled with the fact that everyone agreed any changes would need to be signed off by HK – MC agreed to re-visit the site to list any changes that would add clarity. HK could then work through that list, some of which could be addressed with the website provider.

## **AOB**

### **Flu Clinics**

HK confirmed that the Practice needed assistance with the volume of appointments. It was agreed that HK would email all listed 'Friends', copying SC in. SC would then organise to meet with those Friends and HK to agree the kind of help required and the programme that could be followed. SC would then come back to the PPG if there were any gaps to be filled.

### **NAPP/CCG**

The CCG are holding a meeting in Eastbourne on 26<sup>th</sup> September 2017 – their first following their action to take responsibility for liaison with, and support of, PPGs back from Healthwatch. LG has agreed to attend and report back. At this stage it is simply a case of listening to what they consider that support will look like and whether they will simply – as was the case with Healthwatch - refer all PPGs to NAPP. JF confirmed that the Practice would fund the £60 membership of NAPP if the PPG decided to proceed.

### **Membership of the PPG**

NU has confirmed she would like to attend the next two meetings before confirming whether – in addition to being Treasurer – she would like to become a full member of the PPG. JF to provide NU with background information.

### **Dates of meetings for the balance of 2017.**

26<sup>th</sup> October

23<sup>rd</sup> November

21<sup>st</sup> December

### **Janet French**

**25<sup>th</sup> September 2017.**

