**Green Street PPGC Meeting – Thursday 19th April 2018**

**Commencing at 6pm**

**In Attendance:**

Janet French (JF) Chair

Debbie Pennington (DP) Secretary

Heather King (HK) Practice Manager

David May (DM)

Lesley Goble (LG)

Sue Cook (SC)

Tony Meier (TM)

John Masters (JM)

**Apologies:**

Apologies were received from: Peter Diplock, Dr Daniela Penge, John Ungar, Keith Stone, Emma Ducklin, and Martin Cannon.

**Minutes**

The Minutes of the Annual General Meeting and the Minutes of the meeting, both held on 15th March 2018, were agreed.

**Budget**

The Practice has agreed an annual budget for the PPGC. HK will arrange a credit to the PPGC account held at Barclays Bank.

**Notice Boards**

After discussion it was agreed that the PPGC Notice Board needs attention to include:

A new header

The photographs of individual members, currently in the side corridor, should be moved to the main board.

Directional signage, covering keynotes on other boards to be included.

In response to the survey returns – a ‘mission’ statement to be included. Members of the PPGC agreed to forward their thoughts on this point to JF. Consideration would also be given to a comments box, to be located near to the PPGC board to promote the concept of two-way communication – possibly labelled: *If you have a suggestion please let us have it.*

JF would then contact Donna Southern and Peter Diplock to discuss the approach to this and the other boards throughout the Practice.

**Newsletter**

JF circulated a proof of the third edition of the Newsletter – spread across 3 pages as the printer had included everything submitted. After discussion it was agreed that JF would re-submit the following to the printers to cover a single sheet edition:

**Front page:**

Response to two questions in the survey

Electronic Prescription Service

**Back page:**

Care Navigation Service

Electronic Referral Service

New Defibrillator

One You East Sussex

Footnote from Mark Gaffney on the new build.

Against an agreed print run of 1,000 further consideration to be given as to whether to print in full colour on both sides.

**New Build**

Mark Gaffney attended the meeting and gave a full update on the status of the approval process for the new build. Discussion then covered the Architect’s response to the various questions that had been raised by members of the PPGC, highlighting those areas where decisions were outstanding.

**Any Other Business**

JF confirmed that she would arrange to meet Peter Martin-Smith, the new Chair of the PPG for the Enys Road Practice – to start the discussions that would support the sharing of information between the two Practices.

**Date of next meeting**

Thursday 17th May 2018.