

## Minutes of Praze PPG Meeting held at Praze Surgery

At 7pm on 5<sup>th</sup> September 2018.

### Those Present:

Alastair McLeod (Acting Chair/Vice-Chair) Anne Craig (Secretary)  
John Nash; Margaret Nash; Mary Tipton; Ian Wilson; Helen Gambier; Aurora Talbot; Ken Jones; Jan Jones  
Christine Rowe; Dr Hugh Fairlie.

### Apologies:

Evlyn Pinto-Willis; Jane Thompson.

#### 1. Call to Order

**AM** as Acting Chair welcomed everyone and thanked all for attending.

#### 2. Apologies

Given as above

#### 3. Declarations of Interest (DOI):

None declared.

Definition of DOI provided.

#### 4. Minutes of Previous Meeting on 9<sup>th</sup> May 2018

The Minutes were read and approved as a true record and signed by AM.

**Proposed: IW      Seconded: HG**

#### Matters Arising from Previous Minutes

**Items 3, 5 & 8** – further discussions on Posts/ workshops discussed under agenda items 9 for this meeting.

**AM** showed group a practice leaflet he had obtained from Penryn Surgery - this could provide ideas to Review practice leaflet at Praze.

**AM** raised subject of TV advertising by 'Prescriptions for You' – will this impact on finances of the Practice and the dispensary? **HF** explained practices are unable to prevent advertising and he explained rules re dispensing boundaries.

#### 5. Nominations/Volunteers to Posts

Discussions were held concerning the election of a new PPG Chair. JT has expressed her wish to stand down from the post.

**CR** asked what would happen if no one volunteered for the post or the group were unable to reach a decision. **AM** advised that a Chair would be appointed from those present before each meeting commenced.

**AC and AM** indicated that they would be content to continue in their current roles as Vice Chair and Secretary and this was approved by the group

**HG** had agreed at previous meeting to take on the role of Communications Officer.

Two members indicated their interest in the post of Chair. They left the meeting whilst members discussed nominations.

**MT & JN and CR & MN** proposed and seconded each candidate. A vote took place and

**AT** was elected as Chair by a majority vote, she accepted the role for a period of 6 months.

**IW** agreed to take on role as Technology Coordinator for the planned review of the practice website.

## **6. PPG Engagement with non PC users**

It was agreed that an advert/notice publicising the PPG and inviting new members should be placed in the Parish Chronicle and West Briton. The posting of the minutes on local notice boards was discussed however it was agreed that these should only be on the website and practice notice boards.

**HF** suggested that new patients could be handed literature about the PPG.

**AM** to draw up a poster promoting the objectives of the PPG which would be placed on shops/pubs/school notice boards.

A newsletter was suggested for non-PC users to be handed out with prescriptions however it was felt that the workload would be prohibitive and some patients collect medications from other pharmacies anyway.

## **7. Website Review/Virtual PPG**

A discussion was held on a virtual group operated via email with questions and responses included questionnaires. It was agreed not to proceed with a virtual group at this stage.

**AC** advised that PPG does have an individual email address and this would be used on posters.

**IW** explained virtual café which is a spin-off from the EPIC project which he is closely involved with.

## **8. PPG Workshop proposal**

A group discussion was held on possible theme for workshops how can we do them and on what topics. It could be diabetes or other chronic diseases.

**MN** to provide contact details to **AC** re mindfulness/relaxation practitioner – which she know about for a possible lecture or a practical session. It was discussed if the surgery rooms would provide the right atmosphere for these or would it be better to use another venue. This will be considered.

## **9. Any Other Business:**

**IW** spoke on the recent Little Trefewha coffee afternoon on July 17<sup>th</sup> where the attendance from the locality was poor.

**HF** a recent Survey on best practices placed Praze at 72<sup>nd</sup> out of 7000 practices nationally.

**AT** is keen to compile list of members' interests and skills to provide future topics for PPG members to work with, this will be through a 'Bio sketch' form.

**HF** asked if he could attend future meetings to provide members with an Insight from a GP's perspective. All agreed.

## **10. Thank you**

**AM** thanked all attendees for their contributions and thanked **HF** for attending.

## **11. Presentation.**

A retirement gift [Bird Website Camera] from PPG members was made to Dr Hugh Fairlie; which he was delighted to receive.

## **12. Date of Next Meeting:**

Wednesday 14th November 2018 at 7pm at Praze Surgery.

**This Meeting to be preceded by a PPG workshop from 5pm using questionnaires from the previous workshop to gain feedback from a different group of patients and create a PPG presence within the practice. It was also consider using questionnaires for Connor Downs patients.**

**Meeting closed at 08:15pm**