



Notes of the meeting held on Thursday 18th August 2016

Present:

Patient Representatives: Wiesia Cross, Carole Lee, Jean Dennis, David Marshall, Ann Norman, Pauline Thrower, Joyce Waller.

Surgery Representatives: Dr. Debbie Mason, Sue Saunders PM

Apologies from	Apologies received from - Helen Burns, Joyce Drakard, Melanie Knight, Ann Loveday, Clare Miles, Marian Sowter, Tao Wilson.
Agree notes from last meeting.	Notes agreed from the meeting held on 7 th June 2016
Update action plan	Action plan up dated, please see attached list.
New PPG Member	We warmly welcomed Wiesia Cross, a new member introduced by Pauline.
News from Medical Team	Talks continue with all relative parties to reach a solution regarding the immediate short- term location of the surgery. As soon as there is any new information to relate, the web site, newsletter and TV screen in the surgery will be updated. The search for a replacement doctor for Dr. Riley continues. An anonymous donation has allowed the surgery to purchase bariatric scales. Dr. Riley leaves the practice on Friday 26 th August 2016 we send him our very best wishes.
PPG Fund	The PPG accounts and the spreadsheets were sent out before the meeting as Helen was on holiday. Balance as at 2 nd August 2016 - £5,736.98 Pauline has secured a wheelchair from the Red Cross the meeting agreed a donation of £50.00 will be sent to them.
PPG Communications	David Marshall will update the newsletter, the website and TV screen as soon as there is any more to report on the surgery and the Hub. There is a Q & A on the website please send David any questions you would like an answer to. The talks on specialised medical subjects will be put on hold for the time being.
PPG Social Events	A coffee morning and raffle is planned for 12 th November 2016
PPG Book stall	The book stall will move to our temporary address. £60.00 has recently been raised, please continue to support the book stall.
Dates for future	18 th October 2016 and 22 nd November 2016

meetings	
AOB	None received
Date of Next Meeting	The Next meeting will take on Tuesday 18th October2016 at 6.15pm in the surgery. <u>Please be there by 6pm to help set up as the meeting will start promptly at 6.15pm</u>



ACTION ITEMS 19/08/2016 updates after PPG meeting						
NO	ACTION	Who	Added	Target	Done	Comments
73	Draft/edit/publish Newsletters	Debbie/Sue/David		1/9;1/12		PPG members to suggest items to David
75	Capture contact details of elderly patients	David/Sue	27/11	tbd	Closed as ongoing	Need to have record of whom to contact for EXISTING PATIENTS in emergencies. Targeted 'CAMPAIGN' to be devised
81	Plan next social event	PPG socials' team	7/6	tbd		Possibly November 12
82	Run SAMC PPG pilot for online detailed medical records	PPG	3/3	tbd	1/8	All patients may now apply from 1/9
84	Renew effort to secure wheelchair for surgery	Pauline	7/6	31/7	August	Red Cross have provided one
84A	Arrange donation to Red Cross	Jean/Helen/ Pauline	18/8	7/9		Jean to ask Helen to provide cheque for Pauline to handover
85	Set up brief presentation at next PPG on 'Are you at risk from Diabetes?'	Debbie & SAMC	7/6	tbd		At start of PPG meeting – 30/45 minutes SAMC to send to targeted audience but others welcome
86	Plan other talks on key medical issues to be held at start of PPG meetings	SAMC & PPG	7/6	tbd		Possible subjects: Obesity prevention (could target parents and what they can do for their children) Dementia; Prostate; Paediatric first aid
87	Invite patients to join PPG	SAMC & PPG	7/6	tbd		Invites extended to those attending 85/86 but also SAMC to make some selections and invites
88	Build FAQs for SAMC at Southborough HUB on website (also for viewing at SAMC)	David/Tanya/Sue	1/7	14/7	14/7	
89	Communicate temp move to patients	David/Tanya	25/6	1/7	continuing	Updates have been placed at SAMC, screen website, newsletter local media