



Minutes of the meeting held on 5/6/14

Present

Patient Representatives Rosie Serpis ,David Marshall, Jill Hicks, , Fiona Brown, Carole Lee , Pauline Thrower, Melanie Knight, Tao Wilson, Helen Burns, Joyce Waller.

Surgery Representatives Dr Debbie Mason, GP Partner, Marion Sowter Medical Secretary. Susan Saunders Practice Manager

Apologies	Apologies received from Roy Izatt, Ann Norman, Joyce Drackard, Anne Loveday and Dr Liz Robson.
Agree Minutes from last meeting, Update action plan	Minutes agreed from the meeting held on 6 th March 2014 Actions updated , Please see attached list
Dementia Friends	Kate Armstrong came to the meeting to talk about dementia friends which gives talks to inform and give an understanding of dementia. We discussed with her the possibility of giving a talk to relevant surgery patients. It was agreed she would give an hours session on 23/09/14 for 20 to 30 clients. We would like to Thank Tao Wilson for organising this.
News from Medical Team	The Surgery has now purchased the Spirometer and would now like to purchase an ECG machine. Dr Mason shared that Dr Robson was unwell and her sessions were being backfilled with locum Doctors namely Dr Jo Waugh and Dr Nicola Betts. One of the Surgery's concerns highlighted was inappropriate A/E attendance by this practices patients, there was a discussion around what strategies we could support to reduce these attendances. Dr Mason will send through a breakdown of presenting problems. We discussed advertising surgery services which could be utilised instead, an article in the next newsletter and feeding up to the CCG.
PPG Fund	Helen Burns advised that the Bank Account has still not been completely set up due to missing paperwork that the bank has sent out several times but has not been received. If there has been no receipt of paperwork by 9/6/14 Helen Burns will refer the matter to the banks customer service department. The sale of the Television on E bay raised £200
PPG Communications	David Marshall updated the group on the screen and the website which is going well. David shared that we now have 2 new sponsors for the website, Revive Mobility and Long Acre Child Care.
PPG Social Events	The coffee morning has raised £590 plus some donations. A vote of thanks was given to the social committee team. It was agreed that the next coffee morning would be provisionally scheduled for 18 th October 2014

PPG Book stall	Ann Norman, reported that this is doing well, a donation of 400+ titles was received from the Southborough Fun Day stall, so she has plenty of stock. Although donation's are always welcome. Ann is working on sorting the books into author and genre. The broken bookshelf has been mended.
Agenda Items from the Medical Centre	None put forward
Agenda Items from the PPG	We have received a resignation from Roy Izatt and would like to give him our thanks for being part of the PPG since its inception.
AOB	David will arrange for Mark from Revive Mobility to hopefully come to talk at the next meeting about what his business offers with a possibility that he may attend the next coffee morning. Proposed dates for meetings in 2015 are, 5 th March, 4 th June, 10 th September and 10 th December.
Date of Next Meeting	The Next meeting will take place on Thursday 11th September 2014 at 6.15pm in the surgery <u>Please note the change of time. Please be there by 6pm to help set up as the meeting will start promptly at 6.15pm</u>

ACTION ITEMS 7/6/2014

(items shown as 'done' WILL BE DELETED for the AGENDA of the next meeting)

NO	ACTION	Who	Added	Target	Done	Comments
1a	Open PPG Bank A/c	Helen	19/8	31/12		Lloyds Bank poor service has delayed finalisation
28	Draft/edit/publish June Newsletter	Debbie/Sue/David	9/12	5/6	5/6	PPG members to send any suggestions to David
29	Draft/edit/publish September Newsletter	Debbie/Sue/David	9/12	5/9		PPG members to send any suggestions to David
30	Draft/edit/publish December Newsletter	Debbie/Sue/David	9/12	5/12		PPG members to send any suggestions to David
32	Approach Oliver Green for potential s/ship	David	12/12	1/7		
35	Gather list of items that could be EBAY'd	Pauline/Fiona	12/12	15/3	1/6	PPG & other patients to offer items
36	Identify keen EBAYer to manage PPG sales	All	12/12	15/3	1/5	Mr Norman willing to handle following successful TV sale
39	Review website & screen content & amend	Debbie/Sue/David	12/12	1/9		PPG members to suggest items/changes
40	Review website & screen content & amend	Debbie/Sue/David	12/12	1/12		PPG members to suggest items/changes
41	Prepare proposal for Dementia presentation	Tao	6/3	31/3	5/6	Agreed with PPG following Kate Sergeant's presentation
41A	Develop 'Dementia Friends' (DF) evening event	Tao/Sue	5/6	28/9		Tao to liaise with Kate and Sue on logistics
41B	Prepare SAMC publicity for DF event	David	5/6	1/7		Kate Sergeant to liaise with David to provide information
41C	Target invitees (Debbie & SAMC team)	Debbie +	5/6	1/7		Some invitees to be SAMC targeted; other on wide invitation
44	Prepare Dr D leaflet on Hay Fever	Debbie	19/5	1/6	1/6	
45	Re-draft Appointment Card	David/Sue	19/5	1/6	1/6	
46	Re-draft and print SAMC Patient info leaflet	David/Sue/Tanya	19/5	30/6		Tanya to confirm NHS CQC requirement
47	Organise & hold coffee morning	Fiona and team	5/6	18/10		Format as for spring event
48	Develop/implement awareness plan of SAMC services	David/Sue/Debbie	5/6	15/7		Services provided by SAMC that could prevent SAMC patients attending A&E e.g. sutures