



## Minutes of the meeting held on 6/3/14

### Present

**Patient Representatives** Rosie Serpis ,David Marshall, Jill Hicks, , Fiona Brown, Carole Lee , Pauline Thrower, Ann Norman , Joyce Drackard, Melanie Knight, Anne Loveday, Tao Wilson.

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

<b>Apologies</b>	Apologies received from Roy Izatt and Helen Burns,
<b>Agree Minutes from last meeting, Update action plan</b>	Minutes agreed from the meeting held on 12 <sup>th</sup> December 2013. Actions updated , Please see attached list The Television is still not sold. Ann Norman agreed to sort out advertising it on E bay. There was a discussion regarding other items that could be sold on E bay. Dr Mason has contacted Warders regarding talks in the surgery, she will approach other Medical Centres to see what success they have had. It was proposed felt that a talk on Dementia or Alzheimer's may be received well. Tao agreed to look into this.
<b>News from Medical Team</b>	Dr Mason shared the results of the recent patient survey, as a result the practice is looking at the issues reported regarding the telephone and being able to get through at the peak morning time. Dr Nicola Betts is now a permanent member of staff. Dr Mason has a student doctor commencing in April 2014
<b>PPG Fund</b>	Helen Burns advised the Chair by E mail that the Bank Account has been set up and that the signatories have been agreed. The signatories now need to visit the bank with their identification document. Post for the bank account will go to the surgery. It was agreed that an Excel spread sheet showing funds in and out would suffice as a report to the PPG.
<b>PPG Communications</b>	David Marshall updated the group on the screen and the website which is going well. David discussed the number of 'hits' the website has received. He has approached the sponsor's again and so far has had £750 in sponsorship for 2014. There are new leaflets on the website, Dr D has nearly completed a sheet on Childhood Obesity.
<b>PPG Social Events</b>	Fiona Brown and the team sorting out the coffee morning briefed us on the readiness for Saturday and shared that there were lots of good raffle prizes
<b>PPG Book stall</b>	Ann Norman, reported that this is doing well, she will be selling them at the coffee morning. Susan Saunders said that the surgery was getting about £40

	every 2 to 3 weeks in book sales.
<b>Agenda Items from the Medical Centre</b>	None put forward
<b>Agenda Items from the PPG</b>	Tao Wilson spoke to the group regarding the Dementia Friends Initiative
<b>AOB</b>	None put forward
<b>Date of Next Meeting</b>	<b>The Next meeting will take place on Thursday 5<sup>th</sup> June 2014 at 6pm in the surgery</b>

**ACTION ITEMS 7/3/2014**

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

<b>NO</b>	<b>ACTION</b>	<b>Who</b>	<b>Added</b>	<b>Target</b>	<b>Done</b>	<b>Comments</b>
1a	Open PPG Bank A/c	Helen	19/8	31/12	1/3	Lloyds SAMC address.2 sigs from SUE/Debbie/Helen
21	Put TV screen on sales website e.g. ebay	Ann N	17/10	31/12		Reserve £100
27	Draft/edit/publish March Newsletter	Debbie/Sue/David	9/12	5/3		PPG members to send any suggestions to David
28	Draft/edit/publish June Newsletter	Debbie/Sue/David	9/12	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	28/2		
34	Check others MCs approach to presentations	Debbie	12/12	31/1	1/3	Possible health presentation on Hot topic; possible ask patients
35	Gather list of items that could be EBAY'd	Pauline/Fiona	12/12	15/3		PPG & other patients to offer items
36	Identify keen EBAYer to manage PPG sales	All	12/12	15/3		Mr Norman may be willing to handle but testing with TV sale
37	Review website & screen content & amend	Debbie/Sue/David	12/12	1/3	3/3	PPG members to suggest items/changes
38	Review website & screen content & amend	Debbie/Sue/David	12/12	1/6		PPG members to suggest items/changes
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		To circulate to PPG by email to consider whether to proceed