

ST ANDREW'S MEDICAL CENTRE PPG



Minutes of the meeting held on 17/10/13

Present

Patient Representatives Rosie Serpis ,David Marshall, Jill Hicks, Roy Izatt , Fiona Brown, Anne Loveday , Carole Lee , Pauline Thrower, Tao Wilson , Ann Norman , Helen Burns, Ann McCullen

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

Apologies	Apologies received from Joyce Drackard and Melanie Knight.
Agree Minutes from last meeting, Update action plan	Minutes agreed from the meeting held on 13 th June 2013. Actions updated . Jill Hicks passed around a list asking members to please update their E mail addresses several e mails with the minutes on that were sent out bounced back.
News from Medical Team	Simon Lawrence Practice Manager has sadly left but the PPG was delighted to hear that Sue Saunders had now taken over as Practice Manager.
PPG Fund	The surgery is concerned that there are some cheques and monies that form part of this fund still in the surgery, discussions took place regarding opening of a bank account and PPG members were asked to volunteer for the role of treasurer. Helen Burns volunteered to do this role. Roy Izard gave some useful and practical advice regarding the bank account.
PPG Communications	David Marshall updated the group on the screen and the website which is going well.
PPG Social Events	PPG Members were asked to volunteer for these roles regarding the coffee morning and Fun days., Anne Loveday, Fiona Brown , Pauline Thrower and Carole Lee agreed to undertake these roles. After discussion it was agreed that it is too short a time to do a coffee morning this year so a date of 8 th March 2013 was set.
PPG Book stall	PPG Members were asked to volunteer for this role, Ann Norman assisted by Tao Wilson volunteered. Ann has visited the surgery and looked at the books, she suggested marking the books with coloured dots to ensure that books are moved on in a timely manner. There was a discussion regarding the problem of patients standing reading outside a consulting room, a solution was agreed to block off the through route with a bookcase. Dr Mason has agreed to donate one she has at home.
Agenda Items from the Medical Centre	None put forward
Agenda Items from the PPG	None put forward
AOB	Discussion regarding the Spare TV that the surgery purchased originally as

	<p>part of the communications stream. It was agreed that it may be possible to sell this on E bay. Rosie Serpis agreed to investigate this.</p> <p>Ann Loveday discussed her participation in a group at the hospital, she agreed to ask questions and feedback from patients or the PPG group any concerns difficulties that have been highlighted by users of the hospital service. Ann MaCullen shared her concerns regarding the patient transport system.</p>
Date of Next Meeting	The Next meeting will take place on Thursday 12th December 2013 at 6pm in the surgery