



## Notes of the meeting held on 4/6/15

### Present

**Patient Representatives** David Marshall, Jill Hicks, Carole Lee, Helen Burns, Ann Norman, Susan May, Fiona Brown, Pauline Thrower, Joyce Waller,

**Surgery Representatives** Dr Debbie Mason, GP Partner, Dr Reshma Rajagopal GP Partner, Sue Saunders Practice Manager.

<b>Apologies</b>	Apologies received from Anne Loveday, Tao Wilson, Joyce Drackard, Marian Sowter and Dr Bruce We warmly welcomed Jean Dennis to the PPG
<b>Agree Notes from last meeting, Update action plan</b>	Notes agreed from the meeting held on 5 <sup>th</sup> March 2015 Actions updated , Please see attached list
<b>News from Medical Team</b>	Dr Mason shared during the Summer there will be 3 semi permeant Locum Doctors covering the vacancies in the surgery, The Practice is still trying to recruit another Partner. There is a national shortage of GPs.
<b>PPG Fund</b>	Helen Burns and Tanya (practice Manager) have still not managed to meet but hope to soon to sort out anomalies in the spread sheets currently there is £5,884.41 in the PPG fund. This will decrease when the new ECG machine is purchased
<b>PPG Communications</b>	David Marshall and the doctors regularly meet to discuss the content of the screen in the waiting area of the surgery and what is available on the website. David discussed the Newsletter which is to be circulated shortly. Davis shared that Revive Mobility (one of our Sponsors) will provide a wheelchair for the surgery Free of Charge.
<b>PPG Social Events</b>	We discussed having an event towards the end of November, probably Saturday 28 <sup>th</sup> November. It will be a celebration/Christmas event. The social committee will meet to come up with some ideas before the next meeting.
<b>PPG Book stall</b>	Ann Norman, reported that the book stall continues to do well.
<b>Agenda Items from the Medical Centre</b>	Dr Mason shared that the Practice has outgrown its current building and the facilities available within it, i.e. there are only 2 toilets within the building and not enough clinical rooms available. One solution might be to investigate if there is potential space available within the Southborough Hub if it goes ahead. The Practice would want to ascertain the views of their patients and there was a discussion around how this information could be gained eg questionnaires, focus groups etc.

<b>Agenda Items from the PPG</b>	None received
<b>AOB</b>	<p>The Joint Chairs have now served in office the period agreed within the rules of the PPG. Both Rosie Serpis and Jill Hicks are willing to continue in these roles. After discussion it was agreed that they will continue until the next meeting. Anyone interested in undertaking these roles needs to contact the Surgery or Jill Hicks by <b><u>1<sup>st</sup> September 2015</u></b>. The PPG will then vote at the next meeting .</p> <p>Dates for meetings in 2015 are 10<sup>th</sup> September and 26<sup>th</sup> November.</p>
<b>Date of Next Meeting</b>	<p><b>The Next meeting will take place on Thursday 10<sup>th</sup> September 2015 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></b></p>

**ACTION ITEMS 4/6/2015 updates in red**

NO	ACTION	Who	Added	Target	Done	Comments
46	Print SAMC Patient info leaflet	David/Sue/Tanya	19/5	30/6		Redrafted June
51	Identify and approach additional sponsors	David/Debbie/Sue	14/11	ongoing		List includes: computer repairers furniture company (chairs)
57	Draft/edit/publish Newsletter	Debbie/Sue/David	11/12	15/6		Sep Dec. PPG members to suggest items to David
58	Review website & screen content & amend	Debbie/Sue/David	11/12	ongoing		Sep Dec. PPG members to suggest items/changes
59	Establish contact with Cathy Mead	Helen	11/12	30/6		Focal point Coutrier - Southborough
61	Identify & confirm new equipment to purchase	Debbie/Sue	5/3	31/3	4/6	New items targeted : chair risers, fixed SAMC BP checker
62	Prepare 'thank you' letter for raffle prize donors	Debbie	5/3	15/6		
63	Send 62 to donors	Debbie	5/3	15/6		Fiona/Olivia to provide list of donors names and addresses
65	Plan next social gathering	Fiona and team	28/3	28/11		'PPG celebration' event per-Christmas theme. Fiona to contact Jill with proposals
66	Re-election of PPG officers	PPG All	4/6	10/9		Roise, Jill , David prepared to continue for a further 12 months. Helen, Ann, Fiona to confirm. Any other nominees to Jill
67	Draft and communicate SAMC stance and approach to Southborough HUB proposals	David/Debbie/Sue /Rosie	4/6	18/6		All media
68	Meet and plan input to Bus PPlan	'HUB' SAMC sub-committee	4/6	30/6		