

Minutes of the Patient Participation Group meeting on Wednesday 9<sup>th</sup>  
November 2011

---

Attendees: Dr. Janet Nolan, Sharon Orr, Arthur Roe, Bill McCormick, Elaine Gaffney, Carmel Worden, Judith Butterworth, Gwyneth Williams, Janet Pendlebury and Carole Roberts.

Apologies: Thelma Clague and Doreen Rigby

---

- Opening remarks – The Chairman expressed his regret that due to his other commitments he had to resign as chair of this committee with immediate effect. He would like to remain a member of the PPG although he would only be able to attend occasional meetings. The election of a new chair and other officers were to be discussed at the end of this meeting under A.O.B.
- Apologies for absence received as detailed above.
- Minutes of the previous meeting were read and agreed.
- Matters arising from the minutes – Sharon reported that a drinks machine selling clear and flavoured water has been installed at the Glenroyd site. At this stage one is not on order for the Bispham site as not sure if one would be allowed as it could have an impact on the café. Also the cost to the surgery for the hire of the drinks machine may be prohibitive, hence the one at Glenroyd on a trial basis for now. Sharon stated that the Xmas decorations had been transferred from the Devonshire Road surgery but they were in a sorry state and well past the use by date. It was suggested that if the PPG was going to fund new Xmas decorations for the Bispham site then we should also fund new ones for the Glenroyd site. Sharon was duly authorised to deal with the purchase of trees, trimmings, etc and she would pass the receipt to the treasurer for payment. Elaine to do posters saying Xmas decorations provided by the PPG. The survey forms have been given out since w/c 24/10/11 and the form has also been put on the surgery website. Quite a good response to completing them has been reported so far. Sharon will keep completed forms until the New Year then we can organise collating them and publishing results. Due to the artwork having been placed on the walls at the Bispham site there is now no room for a notice board for the advertisement of the PPG. Notices are on some of the pillars advertising the PPG now. To be looked at again in the New Year to see if there is a better way to advertise for the future. The book sales at Glenroyd to finish at the end of November to free up space for a Xmas tree and also to give us time to organise the transfer of books to the Bispham site. The book sales to commence at Bispham from 10/01/12. The treasurer confirmed that secure cash boxes had been purchased for the Xmas raffle.
- Secretary's Report – No correspondence had been received. The secretary said she had not had any further response from anyone about joining the committee. A discussion ensued and it was decided to keep

trying to recruit new members. Even if we didn't get any we would at least be fulfilling our obligations, although new members would be warmly welcomed at any time. The secretary stated she was still having problems emailing the minutes out to individuals. Although she had installed Microsoft Open Office this still would not let people open the minutes when they were sent out. A suggestion was made that Sharon look into buying the Microsoft Office programme through the surgery and the PPG would fund the purchase. As the surgery has an NHS number it was suggested that they might be able to buy the programme substantially cheaper than the secretary could.

- Treasurers Report – update on the PPG accounts included funds raised in the last month and any expenditure. Balance brought forward is £424.44 with income from book sales £21.85, giving a subtotal of £446.29. Expenditure this month – two cash boxes at £13.99 each, a cashbook at 99p and a notepad at 99p. Total income minus expenditure is therefore – Balance in bank £411.33. Cash in hand £5.00 float.
- Practice Report – Sharon said she had a meeting scheduled with the PCT regarding the fabric of the building now it is in use and also some aspects regarding security of the building. She is to raise the comments about disabled parking and also concerns about the car park. In particular the way it has been laid out so it is very easy to drive a car over the edge into the ditches without realising you have done it.
- A.O.B – The election of officers of the PPG to take place at the next meeting. The now vacant post of Chair to be filled and the re-election of a treasurer and secretary to be voted on. Also decisions to be made about length of tenure to be finalised.
- The treasurer stated he had been looking at various bank accounts, so we could get the most beneficial account for the committee's funds. He said he would continue to look into building society accounts and report back at the meeting.
- At the next meeting Thelma Clague (Book Stall Co-ordinator) to organise people to sort the books to be able to catalogue by type and get rid of old books that have not sold.
- A suggestion was made about asking people other than committee members to help on the book stall. It may be that some people would want to help with that but would not want to be more fully involved with the committee. Elaine to see about posters asking if anyone might be interested. Posters to be ready for when we commence sales again in the New Year. Also a suggestion was made about expanding sales to include CD's and DVD's. This suggestion was adopted by everyone present as a good way to increase funds for the PPG. Sales to commence in January 2012 when we move the book stall to Bispham.

- Dr. Nolan and Sharon to tell the partners about our Xmas raffle and our need for prizes to be donated. Also rest of committee to bring along to the next meeting any prizes they may have to donate. The raffle draw to take place on the 20<sup>th</sup> December to give winners time to collect their prizes before Xmas.
- Elaine asked those members present to cover the rota for the book stall until our next meeting and she would also contact members not present at this meeting.
- Date and time of next meeting is 6pm on 14/12/11 at the Bispham Surgery.