

Minutes of the Patient Participation Group meeting on Wednesday 12th September 2012

Attendees: Doreen Rigby, Arthur Roe, Robert Edge, Sharon Orr, Janet Pendlebury, Gwyneth Williams, Elaine Gaffney, Carmel Worden and Carole Roberts.

Apologies: Thelma Clague, Bill McCormick and Dr. Janet Nolan.

Opening Remarks and Welcome – The Deputy Chairman extended a welcome to those people attending the meeting tonight.

- ⤴ Apologies for absence received as detailed above.
 - ⤴ At this point Arthur Roe asked if he could give us a presentation about the National PPG Association. This should have been done under AOB but Arthur needed to leave early as he had other urgent business to attend to. Everyone attending agreed Arthur could continue. He gave an informative presentation and asked those attending to consider the merits of becoming affiliated to the National PPG Association. As this involves paying a yearly fee to join and remain a member it was felt that everyone should give this further consideration before making a decision. Arthur urged those present to go on to the website and do some research before our next meeting.
 - ⤴ Matters arising from the minutes other than book stall related and practice related
- Sharon has been able to obtain a few extra name badges, these have been passed to the secretary for safe keeping. See Carole if you require a badge.

A suggestion was made that as the treasurer presents such a good breakdown of funds in his report it might be better if he sends it out by E mail each month. It would not need a separate paragraph in the minutes each time if that was done. As the treasurer was not at tonight's meeting it was decided that this matter should be held over. To be discussed at the next meeting as there may be logistical problems with this.

A discussion ensued about whether to change the time/days when we hold our meetings. No agreement was reached and it was decided to discuss this further at our next meeting.

The deputy chairman stated that we had now got an extra lady volunteer to help with the selling of the books. Hopefully she may wish to join us at our meetings in the future.

Secretary's report – Sharon had sent an E mail to the secretary about an event being held in October. This was discussed at our previous meeting when attendees were decided. The secretary confirmed she had replied to the relevant body and the 4 people nominated had said they would attend the presentation on the 2nd October.

- ⤴ Treasurer's report – the treasurer was unable to attend tonight's meeting and asked the secretary to present his report. This was an easy task as there were in fact no changes to the previous month's figures. Previous month's figures brought forward and set out as follows:- PPG accounts included funds raised and any expenditure. Balance brought forward is £282.82 with income from the book sales £22.65 and income from the raffle £30.21, giving a total of £335.68. There was no expenditure this month. Therefore :- Balance in bank is £79.48. Balance in Building Society is £246.20. Cash in hand £10.00 float.
- ⤴ Practice report – Sharon stated that the survey forms were now ready to issue. It was suggested that a notice should be put up by the automated signing in machines at both sites to let patients know to collect a form from the reception. Also when selling books it may be possible for us to encourage patients to complete the forms.

Sharon said a new service had commenced at the Moor Park site. This service is an open access Phlebotomy service operating from 8.30am to 12.30pm each day. If a patient was seen by their GP and blood tests requested they could have them done straight away. There would also be pre-bookable appointments for those who wished them and a new Health Care Assistant has been appointed to deal with this.
- ⤴ Book Rota – Doreen Pendlebury asked for volunteers to cover the rota for the book stall until our next meeting. She will also contact any members not present at tonight's meeting.
- ⤴ A.O.B –
- ⤴ The issue of how to attract new members to the PPG was raised. Every member would like to see more people getting involved with the PPG, however, try as we might to encourage this with our on- going advertising we are not getting any more volunteers. It was suggested that the National PPG might be worth looking at, as well as more local organisations. It was agreed that this is something that we will keep on the agenda and look at regularly to see if there is anything else we can do.

Date and time of next meeting is 6pm on 10/10/2012 at the Bispham Surgery.