

**Notes of the PPG meeting held on
Wednesday 21st November 2018
at Orchard Medical Practice**

PRESENT

Jean H
Gloria H
Laurence L – Vice Chair
Keith W – Chair Val G
Sue O
Marion T -
Sue H
Mike H
Ann S
Philip S
Rebecca Tate – Practice Manager
Dr W Freeman – GP

Apologies

John R
Elizabeth R
John P
Beryl
Adele S

**Minutes for the AGM meeting for the PPG on Wednesday 21st
November 2018.**

Held at the William IV (opposite the Orchard Medical Practice) at 1pm
start.

Chair

The Chair thanked all the members of the PPG for their continued
support.

Treasurer

The Treasurer reported that we had £800.82 in the account.

At the Flu Day a further £81.02 was raised from coffee/tea donations, which went into the taxi fund for the practice.

Election of the Officers.

Chair.

Keith was asked to stand again, which was nominated by Sue H and seconded by Gloria.

Vice Chair

Laurence was asked to stand again, which was nominated by Keith and seconded by Gloria.

Treasurer

Gloria was asked to stand again, which was nominated by Laurence and seconded by Val.

Assistant Treasurer

Sue A was asked to stand again, which was nominated by Gloria and seconded by ?

Minute Secretary

After no volunteers, it was suggested by Sue H that those who were able to take turns.

Review Terms of Reference

These were accepted, and agreed to be reviewed again at the next AGM.

Meeting Dates for 2019

It was suggested that we have fewer evening meetings , these being April, June and September, with the other meetings being at lunch time. No meetings in August or December.

The AGM closed at 1.20pm

Minutes for the Orchard PPG Meeting on Wednesday 21st November 2018

Held at the William IV (details above) at 1.20pm start.

Minutes of the previous meeting were agreed.

Matters arising from those minutes....None

Practice Managers Report

Rebecca thanked those who helped with the tea and coffee served at the Flu day, and that the practise taxi fund was used to send home a vulnerable man.

Dr George is being interviewed for the post of salaried GP.

Planning is going in place ready for the Winter pressures on the practice. Extra locums will be used during this period, being 1st December to the end of March 2019. Also a new registrar is starting in December

There was concern raised about the size of the practice and the lack of rooms sometimes available, plus the extra parking that is needed. Suggestions were made and these are being looked into.

Dr Ade is leaving in December/January and also a couple of doctors in the practice are reducing their work load.

The practice will close earlier than usual on Xmas Eve and New Year's Eve.

There has been an appointment of a receptionist/prescriptions clerk for a post of 25hrs .

Home Visiting

Dr Freeman spoke about the home visiting policy, that he mentioned at the last PPG meeting.

Acute cases will still be visited but others will go to triage and be accessed from there

The Chair

Keith suggested that we thank all the receptionists for their hard work on behalf of the PPG

He asked Rebecca about a Patient Survey for 2019, which is going to be looked at input from the PPG was suggested.

He also thanked Dr Freeman for his continued attendance at the PPG meetings.

There is a PPG Networking Meeting on Tuesday 11th December at Birch House, 6-8pm.

The December Tombola is to be held on Tuesday 11th from 9-11am, by the PPG volunteers.

The meeting closed at 2pm with the Chair wishing everyone a Merry Xmas and a Happy New Year in 2019.