

Minutes of the Annual General Meeting of the Patient Participation Group held at the Orchard Medical Practice on Wednesday 20th November at 1 pm.

Philip, Chairperson, welcomed members to the meeting.

Present Philip, Rebecca, Helen (Receptionist Secretary), John, Gloria, Sue O, Laurence, Jean H, Mike, Ann, and Marion.

Apologies John and Elizabeth, Adele and Giselle.

1) Philip, Chairperson, looked back over the past year and mentioned some of the achievements of the Group such as the donation to a new BP machine, the taxi fund which had helped patients in need, the homeless collection for food and clothes, and the two tombola days which raises money for projects. He also mentioned the patient survey. Philip thanked members for their contributions.

2) Treasurer's Report Gloria said she had not received a bank statement since August. She reminded people that the tombola date was 4 December. She would be grateful for further donations.

3)AGM: Election of Officers

It was unanimously agreed the same positions were to continue by the same people until next years AGM, the following was agreed:

Chairperson – Philip.

Vice Chair – Laurence.

Treasurer – Gloria

Assistant Treasurer Sue O.

Minutes Secretary – Marion/Sue H

4) Review Terms of Reference. Copies were handed out to members. To be discussed at next meeting.

5) 2020 Meeting Dates. These were handed out to members. If meetings became any larger in number, we could look at using St.John's Centre or St. Peter's Centre.

6) Any other business. None.

Minutes of the Patient Participation Group meeting held on Wednesday 20 November 2019 at the Orchard Medical Practice at 1.30 pm.

1) Philip had welcomed members at the AGM.

Present Philip, Rebecca, Helen(Receptionist Secretary), John, Sue O, Gloria, Laurence, Jean H, Mike, Ann, and Marion.

2) Apologies John and Elizabeth, Adele, and Giselle.

3) Minutes of previous meeting No matters arising.

4) Matters not on agenda. None

5) Roller Screen Philip said a roller screen would cost about £130. Its size would be 200 cms x80 cms. It would be one-sided. The Practice could do the wording online. The message would be permanent and would need to be simple. The contact point would be reception. Members voted to have a roller screen.

6) Feedback from Flu Day Rebecca said the day had raised £112.90. She thanked Gloria and her team for serving tea and coffee. The money would go into the taxi fund which stands at £78.32.

7) Help Groups Information collation Rebecca passed information to members. It was suggested it be put on both sides of an A5 sheet. The idea was put forward that we could give some money to a Child and Baby Bank to help with clothing or equipment.

8) Practice Manager's Report

We now have a Social Prescriber working for practices within our locality group. A social prescriber sees and signposts patients who may be feeling isolated, lonely, stressed by work, money and housing problem, they can help with things that can't be fixed by doctors and medicines alone to give but a few examples. A clinician or non-clinical staff can refer in to the service and patients will be seen in either their own practice or a local practice. I have enclosed a leaflet.

Rebecca informed the group of the Christmas and New Year opening times.

Rebecca asked if anyone could update the PPG noticeboard as it was looking slightly tired although no-one took up this suggestion at present.

The Christmas fair was discussed and decided to be on 4th December in the morning. Anyone wishing to help or contribute with cakes or tombola items this was welcomed.

The date of the next meeting is Wednesday 15 January 2020 at 1.30 pm. The meeting closed at 2.05 pm.