**Woodland Medical Practice**

**Patients Participation Group**

**Minutes of the Meeting held on 12 May 2015.**

**The AGM**

The meeting commenced at 1300.

**Members present:** Caroline Coyle-Fox, Deborah Bakewell, Valerie Phillips, Chris Sproson, Margaret Inkpen (Chair), Roger Phillips (Secretary), Allison Ellis (Practice Manager), Dr Keith Bailey (Doctors Representative).

**Apologies:** Catherine Cowan, Wendy Parry, Paul Rossington (resigned).

**Proceedings:** Margaret Inkpen gave a brief summary of how, and why, the group was formed. She also explained that no minutes of that meeting were available.

The following officers were elected for the coming year.

**Chair:** Margaret Inkpen, proposed by Roger Phillips, seconded by Chris Sproson, carried unanimously.

**Secretary:** Roger Phillips, proposed by Dr Bailey, seconded by Chris Sproson, carried unanimously.

**Treasurer:** Deborah Bakewell, proposed by Dr Bailey, seconded by Margaret Inkpen, carried unanimously.

A second signature is required for the bank; Valerie Phillips accepted this position.

**Newsletter:** Caroline Coyle-Fox, proposed by Margaret Inkpen, seconded by Roger Phillips, carried unanimously.

The previous treasurer had never compiled a statement of account and no records of transactions could be found. Therefore a financial statement was presented which had been compiled from various sources, but did agree with the amount held by the bank. There was a query over £35 claimed by the bank, but no record could be found as to why this amount had been deducted. The treasurer agreed to follow this up with the bank.

The financial statement was accepted as it stood.

It was further agreed that the treasurer’s husband be asked to audit the accounts for next year.

**Chair Person’s Report**: Margaret Inkpen presented a full report on the activities of the group since its foundation; a copy is attached.

**GP’s Report**: Dr Bailey said that it had been very helpful to the practice to talk to the group, and it was an important source of communication between the doctors and the patients. “Feed back” had proved useful in the running of the practice. The coffee mornings associated with the flu clinics were very successful, and therefore the GPs were happy to continue the association with the group.

**Conclusion**: It was agreed that the group now needed a “mission statement”. This will ensure that the group continues to flourish.

It was also agreed that an AGM be held during May next year.

**PPG Meeting**

The minutes of the meeting, held on 10 March 2015, were agreed and accepted, proposed by Margaret Inkpen, seconded by Valerie Phillips, carried unanimously.

**Matter Arising**: There were no matters arising from these minutes.

**GP’s update**: The administration staff will move into new accommodation. It will make it easier to talk to secretaries, and for the secretaries to deal with patient requests. The work should be completed in the next few weeks.

Dr Bailey was asked if the GPs could identify younger patients who may be interested in joining the group as a more youthful input is required. Dr Bailey agreed to assist.

**Practice Manager’s Update**: A new door between the GPs rooms and reception is to be installed on the 19th May; patient access will be through the external fire door. Margaret Inkpen will act as guide between 0900 and 1100. Roger Phillips will also assist during the morning.

All patients are to be allocated a named GP from 1 April.

**Members Update**: This item is in abeyance.

**OPTIMUS**: The next meeting is on 21 May 2015 between 1900 and 2030, in the Conference Room at Ruston’s Sports Centre.

Mark Lupton, from Healthwatch, will attend, and an agenda will be distributed.

**Summer Newsletter**: To be agreed.

**Baby Blankets**: A ‘batch’ is still in the surgery awaiting distribution; additional methods of distribution are to be investigated. This item will be discussed again at the next meeting.

**AOB:** Methods of passing information to other patients are to be investigated.

NAPP conference is on 6 June 2015.

PPG National Awareness week is from 1 June to 6 June.

The possibility of getting a representative from the Dementia Support Group, to give a talk to Optimus, is to be investigated.

It was suggested that the WI may be a means of advertising PPGs; this is to be investigated.

**Next Meeting**: Either 18th or 25th August 2015.

The meeting closed at 1500.