

Trent Valley Surgery (TVS) Patient Participation Group (PPCG)

Notes of the meeting held on
Thursday 21st May 2019, at 17:00
Trent Valley Surgery, Sykes Lane, Saxilby, Lincoln

Present:

- Dennis Browne (DB)– Chairman
- David Wall (DW) - Treasurer
- Sue Ford (SF)
- David Greenop (DG)
- Sylvia Bone (SB)
- Caroline Coxon (CC)– Nominated minute taker
- Paula Bacon (PB)– Practice Manager
- Natalie Mawer (NM)– Specialist Nurse Practitioner
- Laura Vaccari (LV)– Health Care Support Worker

1. Apologies

Were received from John Grant (JG) and Vivienne Carmichael (VC)

Notes	Action
<p><u>2. Minutes of the previous meeting</u></p> <p>A brief summary of the last meeting were distributed.</p> <p>Outstanding action – A recent application for ‘<i>signing up for a patient reference group</i>’ had been received via the surgery’s website and presented at the PPG by PB for a request to become part of this group. As a patient reference group had not taken place for some time this highlighted the need to review this form. All agreed that DB would contact the applicant and suggest attendance at the AGM and committee members would, in collaboration with the PB, review the form and update the website.</p> <p>All other items are tabled on the Agenda.</p>	<p>Review on-line application form.</p> <p>Update surgery's website</p>
<p><u>3. Chairman’s Report</u></p> <p>DB tabled the following:</p> <ul style="list-style-type: none"> • Request for a minute taker for current meeting. CC agreed. • Email received from VC resigning from the PPG 	<p>DB to reply with letter of thanks</p>

<ul style="list-style-type: none"> DB submitted verbally his intention to resign as chair at the next AGM. 	
<p><u>4. Treasurers Report</u></p> <p>DW presented the meeting with the current account position of Income and Expenditure from 09.09.2016 to 10.04.2019. PB thanked the PPG members for all the fund raising. Two recent purchases – the Televisions and the book initiative at both surgeries -Trent Valley and Torksey have both received positive feedback. Details of the full accounts will be presented at the AGM.</p>	
<p><u>5 AGM</u></p> <p>As an AGM had not taken place since the inception of the PPG all agreed this was a priority. It was agreed that the current constitution and number of quorate members required (10) should remain. All members present agreed the following: AGM - Tuesday 25th June 2019 at 7pm at Trent Valley Surgery.</p> <p>Advertising the AGM will be on the TV screen at TVS and Torskey and by word of mouth by all committee members.</p>	<p>PB will advertise this on the Television at TVS.</p>
<p><u>6. Fund Raising</u></p> <p>SF informed the meeting that she has put 'on hold' the bid with the Bromhead Medical Charity until post AGM.</p> <p>The next fund raising event is Saturday 15th June 2019 – Strawberry Tea from 2pm – 4:30pm at SF Walnut House 26 High Street Saxilby. Tickets are £5 and will include unlimited tea, a scone, cream and jam. Cake donations and tombola prizes are welcomed and can be delivered direct to SF.</p>	<p>Flyers are available at request from SF</p>
<p><u>7. Practice Manager Update</u></p> <p>PB updated the meeting on staff changes, new roles and new recruitments at TVS.</p> <p>The 'surgery pod' is now in-situ at TVS. Patients are able to check their own blood pressure and weight. This is not currently connected to the patient clinical system, although it is hoped in the near future it will be.</p> <p>PB informed the meeting that 25% of appointments would soon be available to book on line via the NHS app of which the finer detail and the logistics are being worked on before becoming live.</p>	
<p><u>10. Any Other Business</u></p> <p>Future meeting dates and times were discussed at length. This required further discussion and full agreement by all committee members. It was</p>	

<p>agreed post meeting that this should be tabled at the next meeting and agreed with dates for the next year being published.</p> <p>DW has now been successful in registering on the NHS app.</p> <p>DW is a volunteer driver for the Saxilby Volunteer Driver Scheme. Currently there is no advertised information about this in the surgery. All agreed this would be useful.</p>	<p>CC to contact co-ordinators for some information / leaflet.</p>
<p><u>11. Date and Time of Next Meeting</u></p> <p>Tuesday 18th June 5pm TVS</p>	