



## Trent Valley Surgery (TVS) Management Committee, Patient Participation Group (TVS-PPG)

**Minutes of the meeting held on  
Tuesday 8 March 2022 at 16:00h remotely via Zoom**

**Management Group members present:**

Caroline Coxon (CC) Chair  
 Ruth Dymock (RD) (Secretary)  
 Fred Bridges (FB)  
 Dennis Browne (DB)  
 Jill Turner (JT)

	Notes	Action
1	<p><b><u>Apologies:</u></b> MG and LP. Also SF, who has resigned reluctantly: CC to write to thank her as she has been a member since the start of the PPG. <i>See also</i> AOB.</p> <p><b><u>Introductions:</u></b> were made as JT was present for the first time, having made contact via the PPG email and been invited to see how the meeting takes place, and was welcomed to participate.</p>	CC
2	<p><b><u>Minutes:</u></b> of the meeting Tuesday 8 February 2022 were read and agreed as accurate.</p>	RD
3	<p><b><u>Matters Arising:</u></b>            These were to be covered in the agenda, apart from actions from LP who was not present today, to be updated next meeting.            FB had not received call to assist with Excel as yet.            Meantime his Hint for the Day was to use the Print Screen key on keyboards to copy what is on screen: we now expect him to share a helpful IT hint at each meeting!</p>	LP LP
4	<p><b><u>Treasurer's update:</u></b>            No change to the financial position.</p>	
5	<p><b><u>Practice Manager's update:</u></b>            It was felt that we must ensure Practice feedback to meetings. We await results from Survey Monkey.            Practice website has been updated efficiently by Stacey Bayford, who is very keen to receive feedback on any corrections/improvements.</p>	RD
6	<p><b><u>Written draft on 111:</u></b>            This had been sent out in advance to members. RD said wording was taken from</p>	

	official sources to ensure information is correct. FB and DB queried the use of 111 contact for Out Of Hours GP – RD to check surgery phone message out of hours, and draft to be checked by LP. CC pointed out that the role of the PPG must be to adopt and ensure efficient correct comms via local newsletters.	RD / LP
7	<b><u>LPFT communications and Carers' needs:</u></b> Both had been reviewed by members before the meeting. JT felt there is a big need for help for carers including support groups, and it was agreed we needed to ask LP how the surgery monitors this. CC also mentioned the Dementia café run by Duck Egg Blue in Saxilby.	LP
8	<b><u>AOB:</u></b> i) <b>Prescription following consultation:</b> DB said Dr Nagappa would like patients to know that if they are prescribed medication at a consultation during the day, then this can be picked up at the same time. Action: to liaise with pharmacy to write comms on this for patients. ii) <b>Text appointments:</b> currently these do not state which surgery the appointment is for, causing some confusion. LP to check this and amend. iii) <b>Praise/complaints:</b> RD felt it might help the PPG to have an agenda item each month to review any praises/concerns from patients at both surgery sites, agreed by those present. iv) <b>Social Prescribing:</b> CC asked for ideas for input to TVS, a job of the PPG being to help raise awareness. v) <b>Fund raising:</b> CC explained that although SF is no longer a PPG member, she has offered to continue to fund raise and has offered to arrange a Strawberry Tea in her garden in Saxilby, provisional date 16 July 14.30-16.30pm.	LP LP LP ALL
9	<b><u>Date and Time of Next Meeting:</u></b> Future meeting dates as below. The next meeting on 5 April is scheduled to be face to face at Torksey surgery, to be confirmed. Please send any agenda items or apologies to CC or RD in advance. The meeting closed at 16.40h.	CC/LP ALL
	<b>Date and Time of next meeting:</b> 5th April 4pm Face to Face – Torksey (TBC) 3rd May 4pm Zoom 7th June 4pm Zoom 5th July 4pm Zoom 2nd August 4pm Face to Face Saxilby 6th September 4pm Zoom 4th October AGM - TBC and time	

