

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

Notes of the meeting held on
Tuesday 18th June 2019, at 17:00
Trent Valley Surgery, Sykes Lane, Saxilby, Lincoln

Present:

David Wall (DW) - Treasurer
Sue Ford (SF)
David Greenop (DG)
Caroline Coxon (CC)– Nominated Chair for this meeting
Paula Bacon (PB)– Practice Manager – minute taker
Natalie Mawer (NM)– Specialist Nurse Practitioner

1. Apologies

Were received from Dennis Browne (DB) and Sylvia Bone (SB)

| Notes | Action |
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| <u>2. Minutes of the previous meeting</u> | |
| Further discussion around the redesign of the patient group form, ongoing. | Review on-line application form. |
| Minutes from PPG needed to be uploaded onto the surgery website | Minutes uploaded. |
| Letter had been sent to Viv Carmichael by PB thanking Viv for her contribution to the PPG. Letter also sent by DB to Viv. | |
| Strawberry Tea held on Saturday 15 th June raised £365 for the PPG | |
| Saxilby Volunteer Driver Scheme has joined with SIGNS – advertising leaflets are being produced, DG is involved with this. | Leaflets received at the surgery, now on display. |
| <u>3. Future Meetings</u> | |
| Discussion around future PLT meetings. SF preferred to have the same day in the month for meetings. DW said he may have to resign if the meetings continued to be at 5pm. DG preferred the PLT days, as did NM. PB also preferred the PLT days. Other options were discussed. Starting at 5.30 was put forward. PB asked about meetings in July and August, as PLT did not start again until Sept. Agreed to have a meeting on 23 rd July at 5.30. | |

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| <p>DG said there was still work to do during the next few months ie review the form on the website, finalise details for GDPR, how to deal with email address and who is responsible, review the PPG leaflet. PB to check whether the PPG could have an nhs.net address.</p> <p>DG suggested getting a domain address for the PG, which is about £50 per annum, to investigate as issues around keeping email addresses.</p> | |
| <p><u>4. Treasurers Report</u></p> <p>David Wall mentioned that to set up a google account to manage email addresses etc would cost £90 annually.</p> <p>.</p> | |
| <p><u>5 AGM</u></p> <p>10 patients were required at the AGM. An agenda was required, CC to organise this, and take ideas from the constitution, and send it to DB to agree. SF said she had some amendments to the constitution. DG said that currently there was a lack of clarity with regard to PPG membership and management group. It was suggested that the members had a meeting to discuss the changes. CC pointed out that there was no secretary to present the constitution. PB to copy minutes from the previous AGM, together with the constitution and amendments also.</p> | |
| <p><u>6. Fund Raising</u></p> <p>The Strawberry Tea raised £730 in total, which is to be shared between the PPG and SIGNS. The PPG were asked if they could hold a raffle during the Flu Clinic season</p> | |
| <p><u>7. Practice Manager Update</u></p> | |
| <p><u>8. Any Other Business</u></p> <p>Vivienne Carmichael is leading on Dementia Awareness, and needs volunteers to take part.</p> | |
| <p><u>11. Date and Time of Next Meeting</u></p> <p>Tuesday 23rd July 2019 at 5.30pm - TVS</p> | |