



**Trent Valley Surgery (TVS)  
Patient Participation Group (PPCG)  
Annual General Meeting (AGM) DRAFT minutes**

**Tuesday 25 August 2020  
Meeting remotely via Zoom online at 15:00**

**Present:**

Caroline Coxon (CC) Chair  
Sylvia Bone (SB)  
Ruth Dymock (RD) Secretary  
Sue Ford (SF)  
David Greenop (DG)  
Paula Bacon (PB) Practice Manager

Kevin Connolley (KC)  
David Ford (DF)  
David Wall (DW)

Item	Notes	Action
1.	<b>Apologies:</b> received in advance from Marion Goldacre (Treasurer), Carol Breading, Dennis Browne and Natalie Mawer.	
2.	<b>Introduction:</b> CC acknowledged that holding the AGM via Zoom was new to the group, and that prior documentation to all participants from RD and procedural assistance from DG had been all-important, with preparation meetings including CC, PB and RD to ensure smooth running of the meeting.  Attendees introduced themselves, including non-management committee members DW and KC. KC described his role based in The Elms, Torksey with involvement in minibus, Advertiser newsletter, 50/50 Club and Gala Days.	
3.	<b>Minutes of the last AGM</b> 25 June 2019 had been accepted as a true copy in advance by majority of those present with no objections.	ALL
4.	<b>Matters Arising:</b> KC queried if the surgery POD is now connected; PB replied that it has been working, but is offline meantime for blood	



	pressure measurements during the COVID-19 pandemic, due to infection control issues with the cloth cuff.	
5.	<b>Chairman's Report</b> (copy attached at end of this document): there were no comments arising from this.	
6.	<p><b>Treasurer's Report:</b> (copy attached at end of this document): CC informed meeting that MG had needed to give apologies due to a hospital appointment, but attendees had all been able to peruse the yearly balance sheet in advance as part of documentation for the AGM. MG had taken up post only a few months ago, and because of COVID-19 very little banking had taken place over the last few months. The bank account had been changed to Barclays for ease of MG. DW asked for status of the TSB account: CC said this has not yet been closed officially but will happen in the near future now that signatories can meet up to do so.</p> <p><b>Report for this accounting period was accepted in advance of this remote meeting by the majority of those present with no objections voiced.</b></p>	MG/CC
7.	<p><b>Election of Officers and Management Committee:</b> CC reminded us that she had only been chair for a short term, but was prepared to stand for another year. All officers and committee had agreed to serve for another year. CC felt that there may well be others who wish to be part of the Group and that plans to communicate more effectively and involve a wider diversity of surgery patients must be part of an important drive to improve Patient Participation within the surgery.</p> <p><b>Voting for Officers and Management Committee had taken place in advance of this remote meeting. The current officers and committee was accepted by the majority of those present with no objections voiced.</b></p>	ALL
8.	<p><b>Questions:</b></p> <p>KC, having read the revised 2019 Constitution, had been surprised that patients needed to join the PPG. He had not been aware of this despite chairing Parish Plan and being closely community-involved.</p> <p>He stated also that communications, especially regarding Torksey over the last 6-7 months, had been poor which he put down to communications and strategy, with numbers of confusing notices on the Torksey Surgery doors. He wished</p>	



	<p>to know how do people communicate or know who is in the Group, or who to contact.</p> <p>CC agreed this was not clear, and that there had been long discussions on this part of the Constitution. The part of the surgery website that contains the PPG details, minutes of meetings etc is still in process, and had included originally a form for those interested to offer help. There is also an explanatory leaflet in the surgeries, which is in the process of being redesigned in the current climate.</p> <p>DG agreed that this is open to anyone to give details, so that the management committee can better communicate with the wider patient population.</p> <p>KC pointed out that this information could go on local documentation eg the Elms advertiser, Foss Focus etc, and that the group should prioritise describing itself and what it does.</p> <p>SB felt that many residents of the Elms do not use internet and so do not see online information from surgery. She suggested info could be put additionally into the Elms magazine, with KC explaining this could be input mid-month for publication on 1<sup>st</sup> of the month, with space in it reserved for surgery/PPG info.</p> <p>CC informed the meeting that a meeting for Torksey Surgery users has been arranged for 22 September 1pm at Torksey Surgery, bearing in mind social distancing guidelines. PB to put date and time of this meeting on the surgery website and social media.</p>	CC/PB/ALL
9.	<p><b>Any Other Business:</b></p> <p>Unfortunately the time allocated by Zoom for the AGM expired after 40 minutes. One item of requested AOB was regarding other villages who use Torksey surgery but do not benefit from the new weekly delivery system: this though will be addressed at the Torksey meeting (see item 8) and at the next PPG meeting to be held shortly.</p>	
10.	<p><b>Date of next meeting:</b></p> <p>This is to be on <b>Tuesday 8 September 3pm</b> held remotely via Zoom, when PB will also give resume of PPG year 2019-20. CC/RD will send members the link and agenda.</p>	ALL



Meeting Closed at 15:40 (Zoom meet schedule ended).

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### **Timetable of Future meetings**

(mode of delivery and time and date to be reviewed at each meeting, with updates published on the PPG section of the website and elsewhere as agreed by the Management Committee)

- Tuesday 6th October 2020
- Tuesday 10th November 2020
- Tuesday 8th December 2020
- Tuesday 12th January 2021
- Tuesday 9th February 2021
- Tuesday 9th March 2021

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***See following pages for copy of Chair and Treasurer's Reports, and list of agreed officers and committee for 2020-21.***



## **ADDENDA: ACCOMPANYING DOCUMENTS**

**Chairman's Report:: Caroline Coxon.**

**AGM: Tuesday 25<sup>th</sup> August 2020 at 3pm via Zoom.**

Trent Valley Surgery (TVS) Patient Participation Group (PPG) has continued to develop since the last AGM in June 2019 based on the principles upon which it was founded in 2016, as a reliable, practical and hard-working link between the Saxilby and Torksey practice and the patients of both practices. The PPG has Terms of Reference, a Constitution and is affiliated with the National Association for Patient Participation.

Meetings have been held and well attended every month with representation at every meeting that has taken place from either or / both the Practice Manager and Specialist Nurse Practitioner. This implies a great deal of valuable time, devoted by some patients for the benefit of all patients and commitment from the Surgery who regular provide a surgery update. Minutes of all meetings are posted on the notice boards of both surgeries and are available to view on the TVS website.

The PPG had operated without an appointed secretary for many months. However, following an advert at both surgeries the Management Committee very much welcomed Ruth Dymock in to this role in September 2019. Ruth has been an active member from her first meeting, bringing with her a wealth of life experience including many years working in the NHS. Dave Wall, who has been a member and the Treasurer of the PPG since the start in 2016 stepped down as Treasurer in November 2019, and following another successful advert the PPG was able to welcome Marion Goldacre as an incoming Treasurer. Marion has many years of experience in Finance and was also welcomed as a key officer of the PPG.

In line with the Aims of the PPG the group from June 2019 to early March 2020 had been involved in the following:

- Attended and funded Dementia Awareness Training for Volunteers in collaboration with SIGNS
- Attended Clinical Commissioning Group (CCG) meetings related to PPG's across Lincolnshire
- Produced a draft Privacy Notice
- Discussions for review of PPG related information on the TVS website
- Produced v2 (in Draft) PPG Leaflet
- Continued to support the Sale of second hand books at both surgeries
- Fund raised through raffle sales at the Flu Clinics
- Funded Children's Toys for Torksey Surgery
- Funded a Variable Height Electric Couch for Saxilby Surgery
- Discussions re: Friends and Family Test (FFT) and how to maximise the feedback
- Discussions re: improved communication through meetings and other methods to include members of the extended PPG and of the practice per sae
- Discussions re new membership, to ensure that there is a fair representation of the complete patient population



However in March 2020 COVID-19 put a stop to all face to face meetings and indeed any PPG meetings. The PPG held its next and most recent meeting via 'zoom' in June 2020 which had previously been scheduled as being the AGM. At this meeting members present were able to discuss and agree a plan and a date for a rescheduled AGM through 'On Line Zoom' along with the re-commencement of monthly meetings thereafter.

The upcoming year will undoubtedly will be very different to the past year with changes to the meeting and their mode of delivery, additional items on the agenda eg: Torksey Surgery and COVID-19 and we hope some new members.

As Chair over the last year I would like to personally thank all the Management Committee for their time and commitment to the PPG for TVS. Meetings are held monthly for one hour, however regularly many additional hours are put in by all members in order to achieve actions from the meetings and help meet the aims of the PPG. Progress is sometimes slower than we as patients would want however the intention and willingness is positive and for the good of us all I hope. **CC**



TRENT VALLEY SURGERY PATIENT PARTICIPATION GROUP

BALANCE SHEET AS FROM MARCH 2020 TO JULY 2020

INCOME			EXPENDITURE			
01-Mar-20	Money from TSB	£1,650.00	04-Mar-20	Paula Bacon	TV for Torksey	£440.00
11-Feb-20	Sale of Books (Torksey)	£38.80	04-Mar-20	Paula Bacon	Electric bed for Saxilby	£840.00
11-Feb-20	Sale of Books (Saxilby)	£50.17	31-Mar-20	Saxilby/Ingleby PC	Dementia Awareness	£40.00
			22-May-20	NAPP	Subscription	£40.00
		£1,738.97				£1,360.00
	Income over expenditure	£1.28				
	Barclays Bank as at 4 June 2020	£378.97				
	TSB Bank as at 4 June 2020	£9.73				

When I became Treasurer for the Group for logistical reasons the bank account was moved from TSB to Barclays. The TSB account has not been closed due to the current Covid-19 situation and therefore we have been unable to meet with the original signatories at TSB to close the account.

As can be seen from the balance sheet at the beginning of the year we had a healthy balance and as a result were able to provide equipment that would help the patients both at Saxilby and Torksey. These were an electric bed at Saxilby and a television at Torksey. Several members of the group attended an awareness day before lockdown was introduced and this was found to be useful. The group continues to be a member of the National



Association of Patient Participation Groups, they are there to offer support and advice to patient participation groups on such issues as improvement to services and quality of care.

Due to Covid-19 there has not been any income, usually from the sale of books, however we do have a balance of £378.97 at Barclays and £9.73 at TSB. **MG**



**Trent Valley Surgery**

**Patient Participation Group Officers and committee at August 2020:**

Caroline Coxon (Chair)

Ruth Dymock (Secretary)

Marion Goldacre (Treasurer)

Sylvia Bone

Carol Breading

Dennis Browne

David Greenop

Sue Ford

Paula Bacon (Practice Manager)

Natalie Mawer (Specialist Practice Nurse)



*Trent Valley Surgery  
Patient Participation Group*