

**Minutes for Flitwick Surgery PPG AGM 10 June 2021
Held at 1700 hrs on line via Zoom**

Present:

Julie Abrahams
Beryl Skuce
Alan Elliot
Richard Kennedy
Sally Law
Lionel Yarde
John Roberts
Richard Pardoe
Dr Anne Turner

The chair reported apologies from Fred Degenhardt, Andy Long, Angel Brown, Venetia Bunker, Marina Brackenridge and Mabel McLaughlin.

Minutes of the last AGM

The meeting notes from August 2020 were accepted as a true record.

Matters Arising

There were no matters arising.

Reports:

Chairperson:

Julie Abrahams reported that 2019/20 had been interesting but 2020/21 had been extra-ordinary. Despite this the PPG had met for the requisite meetings during lockdown although the PCN Partnership was short lived. It had been a year of little activity.

As this was her last meeting she reflected on her past 3 year as Chair. She was leaving the PPG in good order with an up to date set of protocols, terms of reference and confidentiality form. Flitwick Surgery PPG had also maintained its membership of the national PPG body. The PPG had purchased 4 sets of scrubs and PPE when these items were in short supply in 2020. The PPG advertised at the Flitwick Carnival.

Julie thanked members of the PPG for all their help and support.

The Chair's thanks went to:

John Roberts, Alan Elliott and Andy Long who attended or kept track of complimentary meetings.

Richard Pardoe for his support as VC.

Mabel McLaughlin for her work as Treasurer and quiet support.

Richard Kennedy for keeping track of NAPP.

Alan, Lionel and John for keeping us apprised of news from the locality.

Julie reported that Venetia, Marina, Mabel, Angela (and herself) would be leaving the PPG after this meeting and thanked them for all their involvement with the PPG.

Treasurer

In Mabel's absence Julie reported that the current funds held by the PPG were £256.94

Opening Balance was £356.94

Closing Balance was £256.94

Annual Expenditure had been as follows:

£40 present for Catherine Pearson
£20 for flowers for Mabel
£40 NAPP subscription.

Practice Manager

Penny updated the PPG on topics of discussion from the previous PPG meeting. The Surgery had listened to the PPG's comments and looked at ways to extend the Practice's phlebotomy service. An existing member of staff had shown an interest in training as a Phlebotomist. She was now holding clinics on Monday and Tuesdays, meaning the surgery was able to offer just over a 100 more appointments a month. In addition, the Surgery was trialling an early morning 7.30 to 8 am Extended Hours service for commuters or those requiring fasting bloods.

The practice had started Extended Hours and had tried to create a range of services including evening sexual health clinics, HCA clinics to offer ECGs or simple dressings and wound care, Clinical Pharmacist and Pharmacy Tech medication reviews and checks, GP review appointments and some early morning pre-bookable minor illness nurse appointments.

The Covid vaccination work has carried on in the background. This was necessary but very time-consuming work to support the Rufus Centre and national roll out of the vaccination programme.

Dr Turner confirmed that Penny Luker-Brown had accepted the position of Practice Manager.

N.A.P.P.

Richard Kennedy reported that all was quiet and little activity.

Locality

Alan and Lionel stated that they had nothing to report, all was very quiet.

Election of Officers

Chair – Sally Law

Vice Chair Richard Pardoe

Interim Treasurer Richard Pardoe – until the next meeting

Julie Abrahams offered her support to the new chair and bowed out of the meeting at this point.

All agreed that the Constitution regarding the three year tenure for officers would be temporarily suspended and a revision discussed at the next meeting. It was proposed that tenure will be extended to 5 years. All in agreement.

Secretarial role /support to be reviewed at next meeting. PLB agreed that the Practice would continue to provide secretarial support for meetings.

Next Year's Priorities and Plan.

Sally Law moved this item to the next meeting in September 2021.

Dates for next year's meetings

The following schedule of meetings for 2021/22 were agreed. All to start at 5.00 pm. To be virtual meetings although this will be kept under review.

16th September 2021

13th January 2022

21st April 2022

14th July 2022

Any Other Business

The Practice requested that 'Declaration of Interests' to be a standing item on the agenda. Sally Law agreed this request, this was standard good practice at the council meetings that she attended.

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