

**RECORD OF DISCUSSION FOR THE PATIENT PARTICIPATION GROUP MEETING
HELD AT 1400 HRS ON 6TH DECEMBER 2018 IN THE TRAINING ROOM**

| PRESENT | | |
|---------------------|----------------------------|--|
| Julie Abrahams | PPG Chair | |
| Mabel McLaughlin | PPG Treasurer | |
| Ann Hadfield | PPG Member | |
| Beryl Skuce | PPG Member | |
| Andrew Long | PPG Member | |
| Alan Elliott | PPG Member | |
| Richard Kennedy | PPG N.A.P.P representative | |
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| Catherine Pearson | Practice Manager | |
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| APOLOGIES | | |
| Angel Brown | PPG Member | |
| Fred Derngart | PPG Member | |
| Marina Brackenridge | PPG Member | |
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| Dr Anne Turner | Partner | |
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Chair opened the meeting at 5.45pm by welcoming everyone.

The meeting notes from 12th July 2018 were accepted as a true record

1. Matters Arising- No matters arising

2. Chairpersons Report

Julie reported that it had been an interesting year! She thanked everyone for everything they had done to make the year such a success. Especially those who attended or kept track of complimentary meetings.

Special thanks go to:

Richard Pardoe for his support as Vice Chair

Mabel McLaughlin for her work as Treasurer

Catherine Pearson for her support and

Richard Kennedy for keeping track of NAPP

Andy Long for keeping us apprised of news in particular around planning

Alan Elliot for his work with the Locality Group

JA explained:

- That her aim this year had been to improve communication and attract new members. This had been achieved by producing our leaflet, attending Flitwick Council meetings, gaining funding from Waitrose and attending the Flitwick Carnival.

- We now have £300 for the surgery to spend on something child related in the waiting room.
- Catherine is producing a list for us to choose a purchase from.
- Her aims for next year were to continue improving communication by promoting the PPG to patients attending the Flu Clinic and consolidating the Virtual PPG.
- She asked if anyone would be prepared to take on the role of Secretary to the PPG but there were no takers. We do need to have someone in this post.

3. Treasurer's Report:-

Mabel reported that the current funds held by the PPG were £423.50. Of this £300 was earmarked for a child centred item in the waiting room.

4. Practice Manager's Report:-

Catherine reported:

- That it had been a hard year but neighbouring practices were also experiencing difficult times.
- More services for less money were being demanded by Government.
- The extended access, in practice for one year now and going well. The Practice was about to start extended hours and also Short Sessions run by expert patients, empowering patients to discuss illness such as arthritis, and how the cope- passing on good practice and self-help.
- She also announced that group PPGs would meet in the near future combining the expertise and good practise of the PPGs from Flitwick Surgery, Ampthill Surgery and Marston Surgery – more detail to follow.

5. N.A.P.P.

Richard Kennedy reported that our membership fee was due £40. It was agreed that the PPG would pay this even though the Practice offered to pay. Mabel McLaughlin would give RK a cheque today.

JA thanked Richard for keeping us all informed regarding N.A.P.P.

6. Locality

Alan Elliot reported that he wasn't sure what was happening as there had not been a meeting. JA thanked him for attending the meetings which were a valuable source of information for us.

7. Confirm Officers

Chair – J Abrahams

Vice Chair R Pardoe

Treasurer M McLaughlin

Were confirmed in office.

8. Updated Terms of Reference and Constitution:-

JA read out the previously circulated updates which were accepted by the meeting the following updates will be made.

TOR

Quorum -... will be 5 of the regular registered attendees.

Constitution

Membership ... It is expected that members will attend at least two meetings a year, failure to do so may result in the member being transferred to the Virtual PPG.

9. Next Year's Priorities and Plan:-

JA explained that she would like to continue with the PPG presence at the Flitwick Carnival – this was agreed.

She would also like members of the PPG to attend the Flu Clinics to publicise the PPG – this was agreed. JA will forward dates as soon as the surgery knows them and ask for volunteers to man the rota.

10. Dates for next year's meetings:-

It was agreed that the PPG would meet on a Thursday in Oct/Nov; Feb; June with the AGM in August. JA will circulate dates following this meeting - they will be published on the Surgery web site.

Catherine will invite the CCG and Health-Watch to the meeting in Oct/Nov.

AOB

There were no items of AOB but Ann Hadfield took the opportunity to explain that because of work commitments she will be transferring to the Virtual PPG, she also complemented the current officers for the professional way in which the PPG was run.

Meeting closed at 7pm.