

Beechwood Surgery

The Old Bank Medical Centre

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MINUTES

January 25 2018

6.30pm – 7.30pm

Chair: Carol Hull (CH) – Maria Smith (MS), Ann Hewitt (AH), Graham Powell (GP), Sherri Barnett (SB), Maurice Barnett (MB), Stella Beighton (SB), Charlotte Beighton (CB), Allan Beighton (AB), Christine Williams (CW), Maureen Shenton (MS) Dr Chandrasekar (DRC)

Apologies for anyone I have missed off the attendance list as I have used the signing sheet for the attendance.

Minute taker: Catherine Forrest (CF)

Item no	Item title	Purpose (decision Inform Action)	By Whom	By when
	Section One			

	Attendance Apologies Lesley Lee (LL)			
1.	<p>Introductions</p> <p>CF Introduced herself as the new Practice Manager and then it went round the table and everyone introduced themselves</p> <p>As this was the first meeting of the PPG with the new practice manager the agenda items went off at a little tangent so these minutes are to help refresh everyone's memory and an action sheet is attached so that we can deal with each action in turn at the next meeting.</p>	Inform	CF	

2.	<p>Terms of Reference for the Group</p> <p>CH spoke about the terms of reference for the PPG Chairs group that Carol attends a copy is attached for information. CCG at Wesham will finalise.</p> <p>CH asked if any members would be interested in attending the PPG Conference Allan Beighton and Maureen Shenton volunteered.</p> <p>Carol asked about the possibility of a PPG desk in the waiting area CF to check with DrC and also look at where it could possibly go. This is so that the group can connect with patients. The alternative is to have a time and day of the week when someone from the PPG can be here to promote campaigns.</p> <p>Facebook Page CF has spoken to Dan in communications about this but until CF can get to grips with the TV screen and website she cannot get this started as there is not enough time to monitor this or update it at present.</p> <p>I think it would be good to ask the PPG to officially vote in a Chair and Deputy Chair to the group so if members could send in their nominations to me before the next meeting please. Also anyone that would be interested in taking the minutes of the meeting.</p>			
3.	<p>Direct Access for PPG Members</p> <p>It was agreed that details could be shared between PPG Members. i.e. e-mail addresses</p>			
4	<p>Recruitment</p> <p>Still ongoing for a GP at present. Nurse we have recruited Emma Chelton.</p>			
5.	<p>Flu Clinics</p> <p>Until we know what is happening as there are some changes with vaccines etc and not sure with staffing what clinics we can run.</p>			
6.	<p>Feedback from Chairs PPG Meeting</p> <p>Copy attached of the PPG Chairs meeting held in March</p>			
6i)	<p>Text Messaging for patients will be via a system</p>			

Future PPG Dates:

Thursday 13th December 2018 6.00.pm Tea/Coffee for 6.30pm start

Thursday 14th February 2019 6.00.pm Tea/Coffee for 6.30pm start

Thursday 11th April 2019 6.00.pm Tea/Coffee for 6.30pm start

Thursday 13th June 2019 6.00.pm Tea/Coffee for 6.30pm start

Thursday 8th August 2019 6.00.pm Tea/Coffee for 6.30pm start

Thursday 10th October 2019 6.00.pm Tea/Coffee for 6.30pm start

Thursday 12th December 2019 6.00.pm Tea/Coffee for 6.30pm start