**SOVEREIGN PRACTICE PPG**

 **MINUTES OF THE FULL GROUP MEETING**

**Held at Princes Park Health Centre**

**On 10th September 2019 at 10.00**

Present: Patricia Palmer (Chair), Roger Dine (Vice Chair), Ellen Laye, Monica Mottram, Keith Ogden, John Hardy, Su Chell, Gwladys Mabb, Jean Addington, Pat Veal, Jacky Moffatt

Apologies: Trevor Craske, Karen Norwood, Rosann Miller

1. **The Minutes** of the last meeting in August 2019 were agreed and signed.
2. **Matters Arising.** Question from Shirley Silversides in Item 11 of the last minutes regarding charity status. This would be discussed in item 6.
3. **New Applicants for PPG**. Patricia said a discussion was needed about how many committee members were needed. At present there were 12 members and it was suggested that sub-committees be set up. After explaining what the purpose of sub-committees was - to look after, say, drop-ins. It was explained that this would be like shadowing committee members. It was put to a vote and was AGREED that these committees consist of 2 or three people. They could ask for help as and when required.

Ellen is quite happy to organise a sub-committee for the McMillan Coffee Morning and it was unanimously agreed.

1. **Seaside Practice Procedures.** Jacky will go into this at the next meeting.
2. **Other PPG Visits.** John and Keith reported that they met with Diane Cairn and Sara Folwell. Diane has been invited to the drop-in on 12th September. There is a visit to Herstmonceux on 16th September and Roger is in discussions with Janice Wingett of the Harbour practice. Discussions are also taking place with Downlands PPG in Polegate and an invitation is expected from Green Street PPG.
3. **Charitable Status.** Patricia had taken advice from the CQC Compliance Manager who said it would involve solicitors etc and did not think it was necessary because anything the PPG needed was paid for by the surgery.
4. **Future Drop-ins**. Patricia said that Nuffield had offered to do a drop-in. Jacky to consider this. She was also going to discuss Saturday morning clinics with Karen. Jacky was also asked about name badges and this was being dealt with.
5. Arrangements were discussed regarding the Drop-in. The times agreed were 8.30 – 12.00 and 2.00 – 4.00. Patricia checked timings of volunteers attending.
6. McMillan Coffee Morning. Ellen has asked for the timing to be 8.30 – 12pm and 2pm – 4pm. Jacky is happy with this. The surgery staff will supply cakes for the event as they always do this, and Pam has offered to help Ellen with the day.
7. **AOB**. Jean has agreed to do the minutes of the October meeting in Monica’s absence. Keith asked why only initials were used for members and it was suggested in future that full name should be used.
8. **Questionnaire.** Roger gave an explanation that he had studied the NHS surgeries patients information and compared it with what this surgery does. The Practice were disappointed with the comments about this surgery. Roger said he would like to meet with the Doctors with a view to working on ideas put forward. He said he would do comparison graphs for this year. Dee had offered to do a PowerPoint presentation. Roger will put this together for next month and Jacky will see if there is a projector which can be used for this.

Keith asked Jacky how many Doctors were in the practice. She said 5 partners, plus others on varying contracts.

There being no further business the meeting closed at.11.15

The date of the next meeting is Tuesday, 08th October at 10.00

Signed………………***Patricia Palmer***……………………………………..

Date……………………*08 October 2019*………………………………..…