**SOVEREIGN PRACTICE PPG**

**MINUTES OF THE FULL GROUP MEETING**

**Held at Princes Park Health Centre**

**On 4th June 2019 at 10.00**

Present: P Palmer (Chair), R Dine (Vice Chair), E Laye, M Mottram, K Ogden, J Hardy, J Moffatt,

Apologies: P Veal, R Miller, P Veal, Dr K Norwood.

Absent: S Chell

1. The **Minutes** of the last meeting in May 2019. Discussion took place on errors in the minutes as follows:

Item 5 should have read : “RD said that it was **2020** for drop in dates. All dealt with.”

Item 6. JM said she could not put anything on the free-standing notice board.

Item 8. Should read “PPG Forum – JH had a CCG report which was circulated.”

AOB – should read “Each PPG was allocated £500.00. The line “£5.00 is the figure” should be deleted

EL said the newsletter would be produced 4 times a year.

After which they were agreed and signed.

1. **Matters Arising:**

**PPG Budget:** PP said there was no set budget for a PPG. She had contacted NAPP who confirmed that any budgets are set by Practices. In our case, if anything was wanted the Practice Manager (GW) was asked about any purchases required . There is no set budget anywhere.

1. **Correspondence**. PP said that any correspondence received by e-mail it was acknowledged by RM and forwarded to PP. This was important in view of the correspondence from a patient’s relative regarding a special matter. If the correspondence concerned Practice matters, rather than PPG business, the correspondence was forwarded to JM and/or GW for action.
2. JH announced there were changes to the dates and times of his visits and gave the names and dates.
3. **Awareness Week Drop-in**. PP gave a list of all the people coming and suggested the layout of the room. There will also be a new questionnaire and it was agreed a box marked PRIVATE & CONFIDENTIAL – FOR PPG to ensure the questionnaires were placed in the correct box. This would be kept at Reception.

It was suggested information of Drop-ins be put on Notice Board in Reception. This was agreed. Later on we will be planning for 2021 and suggested they still be quarterly each year. **Agreed.**

It was also mentioned that the Co-op donations are referred to on the newsletter.

1. **Questionnaire.** RD circulated 2 versions. The original and the new one which is slightly amended. He asked if we wanted to be able to do a direct comparison with last year. PP had discussed this with Dee in relation to her survey and RD had incorporated some of her requests. After some discussion it was agreed that the second version would be the best one to hand out. The question of how long the Questionnaire box would be left in the surgery after the closing date was discussed

JH said it might be a good thing to have a “Did you know?” sheet for the questionnaire. PP also said that members of the Virtual Group were being contacted to ask them to come along for a while to help with the drop-in days. JM said they would be OK as long as they signed in on the visitors book.

JM is putting fliers about the Open days in the Doctor’s boxes. PP asked about the Horder and JM said there was one in there as well.

New Committee Members. PP said there were three replies. They were Linda Jenkins, Trevor Craske and Peter Barker. It was suggested they are all invited for an interview. More committee members are needed and PV cannot attend until September.

KO asked how many we could look at if the three can’t do it. If we take two then that will make 12 but he suggested we needed about 3 to 5 more people as standbys. PP was looking at previous people who had applied.

JH explained why he had put forward LJ’s name. He also mentioned that any concerns about the candidates then the committee members needed to know beforehand.

**AOB.**

Ellen was thanked forher work on the Newsletter. On that subject the Editorial meeting on 4th August would be the deadline for inclusions.

PP said 1st to 7th June was National Volunteers Week and thanked everyone for their support.

JM said she will be get tables ready for the meetings.

There being no further business the meeting closed at 10.53.

Signed……………………………….…….

Date……………………………...…………….