

Minutes of the St Stephens' House PPG meeting

Monday 26th September 2022.on Zoom

Present	Eileen Pullinger (EP), Martin Riddle (MR), Chris Ranger (CR) Minutes, Simon Wass (SW), Jane White (JW), Dr Bush (DrB) part time, Val Moss (VM) part time, John Patient (JP)	
Introduction & Apologies	Beverley Porter (BP) Barbara Wells (BW) Randall Jacobs (RJ)	
		ACTION
Surgery Matters, and general surgery update	<p>JW Updated the committee on the changes at the surgery. The main meeting room, previously JW office has been divided into three rooms. Two small consulting rooms complete with sinks. One small meeting room which will house a Smart TV. The Comms room has now been refurbished and a new kitchen and toilet have been fitted upstairs for the staff. The area in the back of reception has been repurposed. The patient files that were previously housed there have been moved into the attic, which has also been refurbished. This area has been divided away from reception and has created a sixth consulting room downstairs.</p> <p>The two new doctors have now settled into to the surgery,</p> <p>The practice continues to conduct assessments and training sessions every five weeks for St Georges student doctors. MR encouraged committee members to participate in acting roles if requested.</p> <p>The Flu clinic will be held all day on Saturday 1st Oct for all over 65's & 50 to 65, who are vulnerable. There will be two sessions, one AM the other PM. Other 50+ will be asked to make an appointment now for vaccination after 15th Oct. Three committee members have offer to help marshal the event. MR has since emailed asking if anyone else can assist.</p> <p>The over 50's will be offered vaccines after the 15th Oct. This has been delayed due to vaccine availability.</p> <p>VM made a personal thank you to the staff at SSHS for the recent treatment she had received.</p> <p>Dr B Thanked JW for the comprehensive update she had given at the meeting. Following a resent training event Dr B gave MR & EP a tour of the new facilities at the surgery. She also thanked the committee members who had assisted with the student doctors training which provided consistency in the acting process. She also mentioned that the POD was now open for public use and that the printed slips should be handed to reception.</p>	
Minutes of last meeting and matters arising	Minutes of last meeting agreed. Actions: JW to check into the calibration of the POD	JW
Treasurers report	MR updated the group on the account balances, via BPs update There are two accounts - One containing £2224.67 and the other £6. The bulk of the money was from the Tesco's grant for the Defibrillator.	

	BP has replaced the book collection tin at the surgery. The new keys are held by BP,CR & MR	
Defibrillator appeal	<p>CR Updated the committee on the current progress. The £1500 grant has been secured from Tesco's. However, the project has to be completed by the end of March 2023, BT have rejected the use of the public phone box on Craddock's. CR to contact Chris Townsend for assistance. Post meeting note Chris Townsend is looking into the matter for us. CR to also contact retailers on Craddock's to find an alternative location. A position at the Craddock's shops is preferred. MR requested JW to investigate whether the unit could be fitted to the outside of the surgery if this was not possible..</p> <p>MR thanked CR for the work undertaken in securing the defibrillator grant</p>	<p>CR</p> <p>JW</p>
AGM Preparation, date and general discussion	<p>This year's AGM will be held on the 9th November via Zoom. It was agreed that a quiz would not be held this year as we were not currently trying to raise any funds. It was proposed that a new date in April was set for a repeat AGM and Quiz night. Post meeting note. A new date of the 26th April 2023 has been booked with the APMH. (7pm to 11pm)</p> <p>EP advised the group that she will be stepping down from the committee after the AGM as she has now moved out of the area. MR thanked her for all the time she had given to the PPG and that she will be greatly missed.</p>	<p>CR</p> <p>CR</p>
AOB	<p>VM Left the meeting at 14.30</p> <p>MR raised a concern that the PPG membership was declining. This is thought to be mainly due to the introduction of Footfall. It was proposed that MR & CR contact Silicon in the first instance to amend the sign-up procedure to make signing up to the PPG easier and reverse this decline. MR & JW acknowledged that the use of Social media has greatly assisted the surgery in contacting patients and the wider community.</p> <p>MR mentioned the new services offered by the PCN, such as blood pressure monitoring. Post meeting note. The PCN Newsletter highlighting these services has been published on social media.</p> <p>CR Spoke about the format of the last newsletter, everyone agreed that it was a success. It was agreed that we should produce two newsletters a year. Summer and Winter. It was proposed that the next newsletter could contain a "walk through video" of the surgery facilities or some wide angled photographs</p> <p>EP was asked if she would produce an article for the next newsletter sharing her experience as a committee member and Chairperson of the PPG.</p>	<p>MR & CR</p> <p>MR SW</p>

	The committee once again thanked EP for the time she had committed to the surgery.	EP
Date of next meeting	AGM 9 th November on Zoom Routine meeting TBA date early December	MR JW
	Signed: _____ Date: _____	