

Patient Participation Group AGM held at The Stag Medical Centre

Minutes of Meeting Thursday 10th January 2019 at 6.00 pm.

Present

Tony Robinson (Chair)
Jean Toner (Practice Manager)
Megan Hawley
Jayne Griffiths
Christine Pigg
Pippa Harder
Heather Hind
Elaine Laurie
Len Wilson
Margaret Denis
Mr A A Zaidi
Steve South
Ralph Yeo
Frank Rees
Liz Higgins

Apologies

Abbreviations used:

Care Quality Commission	CQC
Clinical Commissioning Group	CCG
Clinical Reference Group	CRG
National Association of Patient Participation	NAPP
Rotherham, Doncaster and South Humber NHS Trust	RDaSH
Dementia Action Alliance	DAA
Active Always	AA
Enhancement Service Specification	ESS

Chair Tony Robinson
Ground Rules Reminder (on laminate cards)
Terms of Reference (on laminated cards))

1. **Welcome and introduction:**

1.1 Tony welcomed all the attendees to the AGM

2.0 **Group Business:**

2.1 Approval of minutes of last AGM held Thursday 11th January 2018

2.2 Matters arising. No matter arising.

3.0 **Reports 2019**

3.1 Chairs Report - Tony Robinson

The group and the practice has again had a good year.

During 2018 we have gained a number of new members, who have brought along new skills and ideas to the group. Patient feedback remains very good.

Our Newsletter has been very successful and has had over 1400 printed copies circulated, a thanks to Eileen Brooks and Ralph for producing the Newsletter.

Once again we have worked with the practice to support the Flu Clinics providing refreshments, running the raffle which raised funds for Purple Butterfly Appeal. UK Dementia and our Cafe while ushering patients to help the staff vaccinate a significant number of patients. Thanks to everyone who came and helped run the Clinics

The Carers Cafe continues to be successful and thanks to Elaine, Christine, Margaret and Iris who support the afternoons.

We also ran a couple of coffee mornings and promoted PPG awareness Week.

At the last Flu Clinic Jayne ran a Diabetes Awareness stand, which crated interest from patients and we will be running more health promotions in the future.

Thanks to the everyone for their help and support over the year and thanks again to Jean and all the staff at the practice for their excellent service that continues to be provided to our patients, which undoubtedly makes it best practice in our area.

3.4 Treasurers Report - Pippa Harder

The PPG bank account balance at the 31st December 2018 was £1235.43

Petty cash totalled £16.15

Liabilities totalled £980

Balance £271.56

3.5 Cafe Report -Elaine Laurie

Elaine stated that the Cafe had continued to be popular and attendance was always good. The group had a meal out at Winthrop Park before Christmas which was enjoyed by everyone.

The group enjoy many activities and always enjoy the refreshments which the patients and organisers contribute to the Cafe.

Elaine thanked Iris, Christine and Margaret for their continued support with the Cafe and looked forward to continuing in 2019.

3.6 Carers Report - Pippa Harder

Pippa stated that the Cafe had a great reputation in the area and thanked those who supported the Cafe. Pippa gave an update on the various community groups in the area, which we have been able to signpost patients to.

4.0 Election of Officers:

Chair - Tony Robinson voted as Chair nominated by Mr Zaidi seconded by Len Wilson

Vice Chair - No Nominations

Secretary - No Nominations from the group. Jayne stated she would help support the secretarial work.

Treasurer - No Nominations Pippa stated that should would continue help another member support this role

Publicity - Eileen Brookes nominated by Tony Robinson, seconded by Pippa Harder.

Sub Groups

Carers Chair - Pippa Harder nominated by Heather Hind seconded by Len Wilson.

Cafe Lead Elaine Laurie nominated by Margaret Dennis seconded Mr Zaidi

Health Awareness Lead Jayne Griffiths nominated by Tony Robinson seconded Steve South.

5.0 Dates for the 2019 meetings

5.1 The monthly PPG meetings will be held on the second Thursday of each month at 5:30 at the Stag Medical Centre

6.0 Any other Business

7.0 Next AGM at 5.30pm. Thursday 16th January 2020

TR 15/01/2020

Meeting closed 6.30 pm.

