

## Patient Participation Group AGM held at The Stag Medical Centre

Minutes of Meeting Thursday 11th January 2018 at 5:30 pm.

### Present

Elaine Laurie (Chair)  
Tony Robinson (Secretary)  
Jean Toner ( Practice Manager)  
Dr Susan Abbey  
Iris Wilde (Treasurer)  
Christine Pigg  
Pippa Harder  
Heather Hind  
Sandria Gilling  
Len Wilson  
Margaret Denis  
Mr A A Zaidi  
Steve South  
Ralph Yeo

### Apologies

Peter Appleby

### 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 Elaine Laurie  
Ground Rules Reminder (on laminate cards)  
Terms of Reference (on laminated cards))

### **1. Welcome and introduction:**

1.1 Elaine welcomed all the attendees to the AGM

### **2.0 Group Business:**

2.1 Approval of minutes of last AGM held Thursday 12th January 2017.  
2.2 Matters arising. No matter arising.

### **3.0 Reports 2017**

#### **3.1 Chairs Report - Elaine Laurie**

2017 brought a few additions to the staff at the practice with a Physiotherapist, two Advanced Nurse Practitioner and an Admiral Nurse.

The Flu days went well raising over £1700 for various charities.

Patient feedback remains very good and this is down to the hard work of Jean and all the staff.

The Carers Cafe as been renamed the Friendship, Carers and Support Cafe and has had another good year. The Cafe has also been supported by Iris, Christine and Margaret.

A garden party helped raise over £300 for the Cafe which enabled them to take out the attendees for a lunch at Christmas.

Myself along with Chris Peters, Jenny and Tony Drew have decided to step down from the group and I thank them for their valued contribution to the group over the years.

I will continue to help with the Cafe and wish the group all the best for the future.

### 3.2 Secretary's Report - Tony Robinson

Throughout 2017 the practice has continued to strengthen its team with the appointment two Advanced Nurse Practitioners and an Admiral Nurse, and the ongoing staff training is showing benefits for patients and staff. Which is a credit to Jean and the management team

The Carers Cafe in its second year is fully established and another great asset for patients and carers.

The Flu days have again been a success and raised over £1700 for our nominated charities.

Publicity and promotion has increased and links to outside groups have continued to develop.

Strong and stable sums up 2017 for me, and thanks to everyone for their efforts in the achievements over the past year.

### 3.4 Treasurers Report - Iris Wilde

The PPG bank account balance at the 31st December was £2627.40

Petty cash totalled £155.25

Liabilities totalled £2393.39

Balance £389.26

Iris informed the group that she would be stepping down from the role of Treasurer.

The group thanked Iris for her excellent work in carrying out the Treasurer over the last few years.

### 3.5. 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 Iris Wilde seconded by Elaine Laurie.

Vice Chair - No Nominations

Secretary - No Nominations from the group. Jean kindly suggested one of her team help support the role.

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

Publicity - Eileen Brookes nominated by Elaine Laurie, seconded by Tony Robinson

Carers Chair - Pippa Harder nominated by Tony Robinson seconded by Len Wilson.

### 5.0 Dates for the 2018 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

6.1 Dr Abbey informed the group that she is retiring at the end of the month and thanked the group for their support over the last few years and with Jean managing the practice she was leaving it in a much better place.

The group thanked Dr Abbey for her excellent work over the years at the practice and wished her well for the future.

6.2 Iris suggested that the Friendship, Carers and Support Cafe had its own bank account rather than put its fund into the main PPG account.

This was agreed and it was confirmed that the Cafe will remain as a sub group of the PPG.

6.3 Mr Zaidi thanked Elaine on behalf of the group for her work as Chair and Secretary over the years. Iris also commented how Elaine had been the major fund raiser for the group.

### 7.0 Next AGM at 5.30pm. Thursday 10th January 2019

TR 30/12/2018

Meeting closed 6.30 pm.

