**The Meads Patients’ Participation Group**

Minutes of the PPG Committee meeting held on Thursday 9th August 2018 at The Meads Medical Centre, Bell Lane, Uckfield from 6.00 to 7.15pm.

Present: Trevor Nash (Chairman), Jenny Eadon (Deputy Chairman), Merrill Plowman (Secretary), Peter Griggs, Ian Muldoon, Carol Muldoon, Caroline Penman and Gabriella Paterson-Griggs.

Also in attendance: Dr Duckworth and Charlotte Luck

Tanya Rossi and Marion Love (Bird-in-Eye PPG)

**Bird-in-Eye PPG**

Tanya gave a brief history of the Bird-in-Eye PPG which was set up 2 years ago. There are 5 members on the PPG. Work to date includes a patient survey and action was taken as a result in particular related to improvements to the phone system. Fund raising has also been a high priority and a blood pressure monitor has been purchased for £1200 and £5000 is being raised for a health monitor. Methods of fund raising so far has been: donations from patients; donations from high street shops and companies; tombola at Weald on the Field; Tesco and Waitrose community schemes; and a silent auction. They only have £93 left to raise.

Marion stated that the Police Property Fund is worth contacting for a donation and she explained that any applications to Tesco’s Bags for Help have to be meet strict criteria and the project has to benefit and be accessible by the whole community. This is not the case with the Waitrose Community Matters scheme where the criteria is different and can be for specific items.

Joint Working - it was agreed that joint working between the two PPGs would be of benefit and that any projects should concentrate on the health and well being of the community. One suggestion was that there could be a joint venture be set up for the Late Night Shopping event in December.

**Minutes of the Last Meeting**

The minutes of the meeting held on 17th May 2018 were agreed as a correct record.

**Matters Arising**

PPG Awareness week was successful with a number of summary care records have been updated as a result.

Parking - a slide has been added to the presentation in the waiting room regarding the issues with car park. There is no simple solution to the parking issues.

Raising Money - IM reported that he had made an application to the Waitrose Community Matters Scheme but had yet to receive a reply.

**Practice Report**

Charlotte Luck gave the Practice report as follows:

* Staffing - the practice is advertising for a clerical assistant as a member of the reception team had moved to another practice closer to her home.
* Waiting Room improvements - small tables and books for children have been added to the waiting room.
* Screens in the waiting room - the slides have been updated and will be refreshed on a regular basis; the initials have now been changed to the drs full name when the patient is called and it stays on the screen for longer.
* Appointments made with a locum will now show the name of the Dr rather than Dr A Locum as it had been.
* Telephone System - CL to investigate whether the number the call is in the queue can be added to the system.
* Sign In Screen - CL to investigate whether the waiting times can be removed so it is just states the number of patients before you.

 **Action: CL to investigate addition of number in queue on the phone systems and deletion of the waiting time from sign in screen.**

**Flu Clinics**

The flu clinics are taking place on 29th September, 6th and 13th October. It was agreed that the charities would be Macmillan, Kent, Surrey and Sussex Air Ambulance and the Meads PPG. MP to arrange the rota. It was agreed that fruit should be offered as an alternative to cakes - CL and JE to contact Tesco and Waitrose for donations.

 **Action: MP to arrange rota: CL and JE to contact Tesco and Waitrose to ask for donation of fruit.**

**Dementia Golden Ticket**

An update was requested as to whether the Practice was going to be participating in the initiative. CL reported it is hoped that a doctor and nurse from the Meads will be attending a training session later in the year to allow them to participate in this initiative.

**Communications Report**

Peter Griggs updated on the newsletters that had been sent out since the last meeting and comments received from individuals as a result.

It was agreed that the basis for the article for Uckfield Matters be the newsletter produced by PG. CP to also contact Marion at Bird-in-Eye to see whether they would like to contribute an article.

 **Action: CP to contact Marion Love at Bird-in-Eye PPG and invite them to contribute an article for Uckfield Matters.**

**Treasurer’s Report**

PG reported that there had been no spend since last meeting so the balance in the account was £500.

**Future Projects**

Possible future projects were discussed and it was suggested that these should tie in with appropriate awareness campaigns that were taking place at the same time.

CL reported that she would be contacting East Sussex Fire and Rescue and invite them to have a stand in the foyer so they can promote the home visits they undertake. She would also be inviting the midwives from the birthing unit at Crowborough to come in.

CP and CM both informed the Group about first aid courses they had experienced targeted at different community groups eg. Carers, over 60s. It was agreed that this was an event that the PPG could organise in the future. CL offered the meeting room at the Practice for an evening if appropriate. CP to contact the Red Cross to see what courses they would be able to offer.

 **Action: CP to contact Red Cross**

**Any Other Business**

Feedback was requested and given fromthe joint PPG meeting held regarding the funding deficit the CCG is facing.

**Dates of Next Meetings**

* 6pm on 4 October 2018 at the Meads
* 6pm on 6 December 2018 at the Meads