

## Minutes of the Patient Participation Group meeting on Wednesday 13<sup>th</sup> June 2012

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Attendees: Thelma Clague, Bill McCormick, Carmel Worden, Elaine Gaffney, Doreen Rigby, Janet Pendlebury, Gwyneth Williams, Dr. Janet Nolan, Arthur Roe and Carole Roberts.

Apologies: Robert Edge and Sharon Orr.

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Opening Remarks and Welcome – The Chairman extended a welcome to all those attending the meeting.

- ⤴ Apologies for absence received as detailed above.
- ⤴ Matters arising from the minutes other than book stall related and practice related –

A question was asked whether Sharon had bought any raffle prizes already as the raffle itself was now delayed. The treasurer said he had not received any invoices from Sharon so presumed she had not yet bought any prizes.

- ⤴ Secretary's report – An explanation was given for the raffle having to be suspended. It had been brought to our attention that we might need a licence to be able to hold the raffle. Until that could be verified a decision was made to delay holding the raffle. Advice was sought from Blackpool Council who said a licence was not needed as the raffle would be classed as a Private Society Lottery. There are certain procedures to follow to ensure compliance with the rules and as long as we do that we are OK.
- ⤴ Treasurer's report – Update on the PPG accounts included funds raised in the last month and any expenditure. Balance brought forward is £293.34 with income from the book sales £27.60, giving a sub total of £320.94. Expenditure this month totals - £42.62 for a trolley, 3 x boxes and postage stamps. Total income minus expenditure is therefore :- £278.32. Balance in bank £74.98. Balance in Building Society £193.34. Cash in hand £10.00 float.
- ⤴ Practice report – Dr. Nolan reported that a window/sky light had fallen in onto the patient's waiting area at the Bispham site. This could have caused a serious accident, consequently all other windows/skylights have been checked for safety. Also the offending one has been replaced. Dr. Nolan reported that Dr. Biyani and Dr. Woodhouse would be staying with the practice and that further new trainee GP's would be arriving soon. There are now phones within both surgeries for patients to use before leaving the premises to enable them to make further appointments. There had been some problems identified with the appointments line as some patients had reported being cut off. This had been noted and was being looked into so that the problem could be rectified. Dr. Nolan stated that the surgery GP's would

be supporting the day of action by their colleagues. Although both surgeries would be open to see patients there would be a notice displayed stating that no routine paperwork (reports) would be undertaken on the 21/06/12. The automated checking in system has now been programmed to ask for extra data regarding a patients smoking history etc.

- ⤴ Book Rota – Thelma Clague asked for volunteers to cover the rota for the book stall until our next meeting. She will also contact any members not present at this meeting. It was remarked upon that we seem to be desperately short of children's books and cookery books. To discuss at the next meeting about putting up posters asking for book donations generally and children's/cookery books in particular. Also to discuss at the next meeting whether Tuesday was still the best day for selling books.
- ⤴ A.O.B – Raffle:- As the Jubilee raffle had to be cancelled we now need to hold a new raffle. It was suggested that the theme for the new raffle could be the Great British Summer Raffle to celebrate the Jubilee and the Olympics etc. This was agreed by all present and the prizes already donated to be held for the new raffle. Elaine agreed to do the art work for the raffle and for sales to commence on 02/07/2012 and end when the Olympics finished. The date of the draw for prizes will be 14/08/2012.

Thelma stated that as chairman of the PPG she had been asked to sit in on interviews for a new GP (full time salaried position) to join the Practice. Everyone present felt this was an important step forward in recognising the value of having a PPG.

Date and time of next meeting is 6pm on 11/07/2012 at the Bispham surgery.