

Friends of St Lawrence Surgery – Patient Participation Group

Notes of Committee Meeting held on 28th February 2017

Present: Carol, Chris, Diane, Eric, Jo, Lindsey, Patsy, Phil, Sue (Claire as guest)

<i>Item</i>	<i>Action</i>	
1. Apologies for Absence		
1.1	Apologies for absence received from Hilary, Judith, Dave and David.	
2. Minutes of the Last Meeting		
2.1	The minutes of the meeting held on 17 th January 2017 were agreed.	
3. Matters Arising (not listed on main agenda)		
3.1	Ian Leedham has resigned from the Committee with immediate effect.	
3.2	Bob's Resignation – Chris has kindly agreed to cover the Chairman's role until the AGM.	
3.3	Committee paperwork – folders were circulated with copies for all Committee Members. The documents are to be "tidied up", the contact list is to be updated and recirculated at a future date.	Claire
3.4	The donation box has been put up above the table by the Pharmacy and the current fund raising project is shown as portable spirometry equipment. It was suggested that a PPG information display should be sited underneath. A photo of the box is to be put on Facebook, together with a picture of the spirometry equipment.	Lindsey
3.5	A homemade target indicator has been donated and was shown to the Committee. A picture of the spirometry equipment is to be displayed with the indicator.	Jo
4. Matters Carried Forward from Last Meeting		
4.1	Compilation of ideas for fund raising and social events was discussed.	
4.2	The possibility of holding a race night was discussed. Prices are to be obtained for using an outside company to host the event. Potential venues to be investigated include The Old Palace and Thomas a Becket School.	Lyndsey Sue

4.3	The idea of small working parties was suggested, to cover areas such as fund raising, self-care, children etc.	
4.4	It was agreed that a CPR demonstration by a paramedic should be held for Committee Members, walk leaders etc, possibly in conjunction with the Family Day in June.	Jo / Lyndsey
4.5	Walking Group policy is to be reviewed.	Eric
5. Treasurer's Report		
5.1	The report was presented by Phil in the absence of Judith. A copy of the report is attached.	
5.2	The Committee expressed their thanks and gratitude to Judith for all her hard work.	
6. Surgery News		
6.1	Jo reported on the Radio 5 Live interviews on NHS Winter Pressures – to be circulated to Committee Members.	Jo
6.2	The CCG are impressed with the Surgery and will be using the interviews plus photographs for their publicity drive – Love Your NHS campaign – which will be published in the Worthing Herald.	
6.3	The Surgery are currently recruiting for a full-time paramedic plus three nurse positions following Dr Hathaway's retirement and applications have been received. They will cover minor illness so that GPs may have 15 minutes for their appointments slots, commencing in May.	
6.4	The Surgery has been shortlisted for the Patient Experience Awards.	
6.5	Adapt & Thrive – the Surgery has signed an agreement with the CCG in conjunction with Victoria Road, Lime Tree, Barn, Broadwater and Phoenix Surgeries. They will be working together to address costs, including prescribing.	
7. Dr Hathaway's Retirement		
7.1	Dr Hathaway retires on 31 st March – the Committee agreed to present her with flowers and a card, which the Committee will all sign. Dr Hathaway's leaving "do" will be at the Thomas a Beckett pub and all Committee members are welcome. Chris to attend to present flowers and card.	Chris
7.2	Carole kindly agreed to buy a card and obtain signatures from the Committee. Jo kindly agreed to arrange the flowers for presentation. It was agreed that the Committee finances would pay for the card and flowers.	Carole / Jo

8. Group Updates		
8.1	<i>Singing Group</i> – Sue presented her report and confirmed that donations were welcomed from attendees but that no fee was charged per session.	
8.2	<i>Walking Group</i> – Eric reported that £100 had been given to the Committee from January donations. First Aid Training – John (paramedic) to be asked to provide training as required. Group Insurance was discussed including requirements, providers and rising costs. Eric to investigate potential costs and provide feedback at the next Committee Meeting. Phil to check with Judith if the PPG insurance covers this.	Jo Eric Phil/Judith
8.3	<i>Self-Care Group</i> – nothing to report.	
8.4	<i>Bookshop</i> – sales had raised £106.64 so far this year. Phil reported that the shelves are regularly stocked and hopes to sell some of the better books at events later in the year.	
8.5	It was suggested and agreed that each contributor provides a brief written report for presentation at future Committee Meetings.	All
9. AGM Planning		
9.1	The date of the AGM was agreed - 2 nd May 2017 at 7.00 pm.	
9.2	A consultant is to be invited to speak at the AGM.	Jo
10. PPG Nomination Forms		
10.1	Nominations need to be received 7 days prior to the AGM. It was agreed that these would be completed at the next Committee Meeting.	All
11. Calendar Dates		
11.1	The next meeting will be held on Tuesday 11 th April at 6.30 pm.	
12. Time of Future Meetings		
121.1	It was discussed and agreed that meetings would continue to start at 6.30pm, with the aim to finish at 7.30 pm.	
13. Any Other Business		
13.1	A Family Fun Day will be held as an alternative to the Health Promotion Day, to be held on Saturday 24 th June 2017 and will focus on children Lyndsey presented initial ideas for the event and will be liaising with Debby. Fit 4 are to be contacted to see if they can contribute to the event.	

	A Working Group is to be set up comprising of Lyndsey, Carole, Sue and Debby. An initial budget of £200 was agreed by the Committee.	Lyndsey Judith
13.2	The minutes of the meeting are to be agreed by Judith and Phil before circulation.	Judith / Phil
13.3	Copies of the booklet “My book about going to see the doctor or nurse” were circulated and thanks were expressed to Lyndsey. A launch day is to be arranged.	Lyndsey
13.4	Committee Members countersigned the Balance Sheet.	
Meeting ended 8.00 pm.		

**Next Meeting – Tuesday 11th April at 6.30 pm in the Education Room
at the Surgery**