Minutes of Meeting

Gorleston & Hopton PPG

At Gorleston Medical Centre, Thursday 10th October 2013

In Attendance: David Brown (Chairman)

Jean Canham (Secretary / Treasurer)

Shirl Marshall

Lynn & Alan

Dawn Barnham (Practice Manager)

Dr Verma

Apologies: Martin Knowles

Dr Verma opened the meeting by thanking the volunteers for the first event and its success and apologised for being unable to attend, due to prior commitments. He offered to donate prize(s) for our next event.

In Case Of Fire

Dawn outlined procedures in case of fire. Those able, to use stairs outside meeting room. Those who need assistance / evacuation chair to wait for help from staff. Lifts not to be used. Meeting point is at the far end of the car park.

Car Boot Sale – Feedback

General feedback was that venue is good. One stall holder asked for more directional signs to the WCs. As events get busier, consider hiring Portaloos. More advertising needed, which should be achievable as we will have more lead in time in future. Selling individual slices of cake popular but more cakes needed in future. Bacon rolls also sold well – need to price as a donation in future to avoid breaking rules.

PPG Finances

The car boot sale raised £255.45 with a profit of £154.12. Invoice still awaited for the hire of the field, which is expected to cost £11.50. This to be deducted from the above amount.

New bank account being opened at HSBC next week. David, Jean and Shirl as signatories, with two signatures required for cheques, mandates etc. Online banking also to be set up.

Dawn still hoping to encourage a donation from GPs.

Future Fundraising Events

To be run quarterly. Ideas include:

* Car boot sales twice a year in Spring and Autumn – Jean has kept list of stall holders from the first event.
* Horse Racing Night – agreed this is our next event – Jean to source venue and date.
* Jumble Sale
* Summer Fun Day
* Craft Fayre

PPG Notice Board At Hopton Surgery

There are an overwhelming amount of posters on the current notice board, with some no longer valid as details handed out individually by GPs and Surgery staff to patients as and when relevant (eg Xray opening times and contact number) and most posters are also covered by leaflets on display. Dawn to organise a stand-alone board for use of PPG only, similar to that already installed at Gorleston.

PPG Recruitment

* Flier and distribution – agreed to hold back on door to door leaflets and Dawn to arrange for fliers to be attached to every prescription or collection of medication, to ensure we only target people who use both surgeries.
* PPG Attendance At Flu Jab Saturdays
* 19th October at Gorleston – Lynn, Alan & Shirl.
* 26th October at Hopton – David & Jean
* 2nd November at Gorleston – David

Jean to print fliers and get across to Gorleston Surgery for the 19th. Dawn to arrange coffee and biscuits at each session to give us an introduction to patients and to chat about what we do. David to try to obtain literature on recruiting blood donors but can only accept people under 65.

Survey – Forward Planning

Next meeting to be dedicated to discussing and planning this.

Newsletter

Agreed we will start to produce quarterly and leave in both surgeries for patients. Encourage contributions from all those involved with both surgeries, ie, GPs, Nurses, Receptionists, Practice Manager, PPG. Include GP’s own resumés and notification of GPs who are starting and leaving. Consider running a small feature on different departments in each publication.

From the PPG:

* Who we are
* What we’ve done so far
* Where we’re going
* Ask for Ideas
* Ask for help – even if just for the fundraising events.

First publication to be completed for New Year so all pictures and write ups to Jean please by end November to enable her to start putting together. Perhaps booklet style to start with as easy to pick up, read and take away.

Chronic Disease Register

Due to staff shortages, this is not yet off the ground. Carry forward.

Additional Surgery Hours

Additional surgery hours not likely at present although both surgeries run appointments until 6pm or later most days. PPG to trial booking appointments and prescriptions etc online direct to the surgery. Available from 1st November. Initially 3 appointments per session will be available with Drs Verma, Ross, Gopal & Nurses only. Feedback to Dawn please.

Any Other Business

* Dawn to provide figures at each meeting of all Non Attendances for each surgery.
* Medical Walk In Centres discussed – can be used instead of A&E. Currently in Norwich & Yarmouth.
* PPG Terms of Reference – carry forward to 2014.
* Health Watch Group – have power to enter any hospital or surgery to check standards. Have asked if they can have a Report from our group. Unanimously declined. Agreed we will remain a stand alone PPG.

Venue & Date of Next Meeting

Hopton Surgery, Thursday 12th December at 2pm – Dawn to bring Mince Pies, Jean – Ginger Wine (non-alcoholic).