

# **NETTLEHAM & CHERRY WILLINGHAM PPG**

## **MINUTES**

**Wednesday 21 September 2016**

### **UPDATE - OUTREACH**

Pam attended an informal Pie and Pea meeting at Fiskerton Village Hall on Saturday night where approximately 40 people attended including some county councillors. Pam would be keen for PPG to attend more of these types of events.

Pam (on confirming with Helen Lunn) was able to announce at the meeting that there were no plans to close Cherry Willingham Surgery and in fact Nettleham Surgery has actually submitted a national bid for money to make improvements at Cherry Willingham.

Bardney Surgery have invited Pam to go and talk to them about how to set up a PPG and driving scheme.

Outreach Meetings are held every 3<sup>rd</sup> month. Drivers prefer these meetings on a Tuesday but 1/4 Wednesday, 1/4 Tuesday, 1/4 Outreach in a village hall (8 villages). The speaker after the AGM on Tuesday 18 October (12.30-4 pm) will be Kevin Gibson, Engagement Officer at CCG.

There will be reports from Pam, Lesley, Alan and Peter. No new officers to be voted. Barbara – secretary. Work will be elected. Lesley and Pam had discussed having a caterer in to provide sandwiches and snacks. There will be a proper meeting and the public welcome to attend. Kevin will speak at 2 pm discussing the CCG and PPG involvement followed by Q&A and then close. Pam will send out the agendas prior to the meeting.

### **XMAS MEAL**

Pam is looking for a venue for the Christmas meal, suggestions so far:-

Pyewipe (3 courses only)

Carpenter's Arms (2 or 3 courses)

Tyrwhitt Arms

White Hart in Nettleham or The Plough or Black Horse

Farmer's Arms, Welton

Pam will arrange a date and email committee members.

## **BADGES**

After the AGM Pam will speak to Helen and get the contact details for the badges. If people do not have a badge, email Pam. Badges are needed on medical premises and for outreach. All drivers need one (and there is also a driver's badge).

A drivers' meeting is needed to discuss changes. Executive and Drivers' meeting early October. Plan to hire a room for this (possibly a room at school away from the surgery).

Refreshments for AGM. Pam is going to spend some of the PPG money for this for the first time. It will be the money earned from the successful book sales to avoid actually using money from funds.

Book money raised is £141.75 and Pam has approximately £50 too.

Pam said that the book selling will stop for a month. The books that are not suitable for £1 (decided between Sarah Liron and Pam) are recycled to St Barnabas' Hospice or given to charity.

Need to ask surgery to photocopy more leaflets and posters for the AGM. Jan offered to do the posters in Sarah's absence.

## **DBS CHECKS**

The drivers already have DBS checks but will be needed when doing outreach meetings with vulnerable adults. After the AGM all members will have a DBS check and then sign a declaration to confirm no criminal activity in the last year. Pam will keep the forms. These checks will be paid for by the PPG. The drivers' DBS checks are paid by the County Council. They are legal requirement but not needed after 3 years, it is a once only check. (All kept in one place.)

The update service £13 from DBS if members of different groups.

As from Monday 26 September Alan will not be involved in VDS for a week unless called upon as he is having a week's break. Peter Greenfield and Barbara will take PPG phone and surgery will phone Peter. Peter will phone the drivers. This will be the first time Alan has ever had a break. Pam asked the drivers to let Peter know if they are available to give Alan a break.

## **TREASURER (Lesley)**

There is a healthy balance of £3,856.52 with £2,000 earmarked for the surgery.

£141 + in book sales.

Pam will empty Cherry Willingham book box and hand the money to Lesley.

Peter will continue as Vice Chair, Pam and Peter. Problem with confidentiality clause, Pam will sit with Helen and discuss.

### **ALAN'S REPORT**

See Alan's separate report.

### **DR WILLIAMS/JULIE**

Telephone lines and doors now open at 8 am as of today. Appointment times will stay the same.

PRW asked Pam to pass on apologies to patients during implementation of the new system.

Drivers are still not being advised of cancelled appointments and Dr Williams will look into pop-ups to remind staff to cancel transport if appointments are cancelled.

Dr Cowling has now joined the staff so surgery is now fully staffed. He is also responsible for training medical students and GP trainees.

New lighting, electric entrance doors and altering an admin room for Dr Cowling.

### **CQC UPDATE**

Still only have draft report. Dr Williams said partners have pointed out some factual inaccuracies and amendments and still awaiting final award but it will be announced on the website.

Pam asked re reception area. Some money has been recommended for dispensary and reception frontage. There is now an annual budget for estates to go towards things such as filling in pot holes and health and safety issues such as the mat in reception which Pam mentioned.

### **DATE AND TIME OF NEXT MEETING:-**