**Patient Participation Group Meeting – Thursday 25th January 2024**

**At Markfield Congregational Church**

Attending: Alan Bourne (Chair) (Alan B); Laura Gibson (Practice Manager) (LG); Angela Berry (AB); Mary Pepper (MP); Rosie Woodland (RW); Nadine Kimberley (NK); Roy Isbell (RI); Yogesh Thaker (YT); Gail Massey (GM), Klaus Senkpiehl (KS); Madeline Burrows (MB); Patricia Hardy (PH); Robert Quiney (RQ).

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| **Subject** | **Description** | **Raised by** | **Action by** |
| **Welcome & apologies** | Alan B welcomed those attending including Klaus Senkpiehl, Madeline Burrows, Dr Amit Patel and Claire and Abigail (Social Prescribers) Apologies received from Dr Chris Trzcinski; Barry James, Margaret Fieldhouse, Mark Benoit, Daryl Pascall, Cliff Kendall; Jacqueline Walker-Sutton; Carol Hill; Jane Harwood-Scott |  |  |
| **Minutes from the last meeting** | Minutes of the last meeting on September 21st 2023 were approved by the Meeting and signed by Alan B |  | All |
| **Matters arising** | 1. AED Project: KS and MB asked as to the Project’s present plans and voiced concern that a future failure to replace batteries could leave the Village without the bulk of its AEDs. RQ stressed that all the owners had accepted future responsibility. He had visited them in December, he was also in contact with the organisations who had supported the Project, who had no supply problems. An updated Report will be provided before the next meeting.  2.Communications: RI referred the Meeting to his Report\* and LG agreed that the new systems had settled in well and that a 6+ month review would be appropriate | KS/MB | RQ  RI/LG |
| **Practice Update**  **Secretary’s Report** | LG reported as per the attached *Update* and the following additional topics were covered:  1.Linked to LG’s comment on *ICB (Integrated Care Board) information* she and  Alan B stressed the importance of Patient Surveys for Adults and Young People. CK was deputising for Alan B at the County PPG meeting on the latter survey and would be providing appropriate links and promotion material. Community-wide promotion and distribution of forms was discussed, including in the Herald  2. RI asked about sources of information on available services, including a poster  3. Dr Amit Patel reported on ongoing assessment of attendances at A&E  4. The Premises topic regarding the Car Park is minuted under **Any** **Other Business**  1. RQ was willing to carry on as Secretary temporarily, and clarified the electoral procedure as in the PPG’s Terms of Reference. He stressed that there must be future cover for the roles of Chairman and Secretary together with an appropriate Management structure to support the PPG and succession planning for the roles  2. Pre Meeting Reports on Agenda items had benefited the conduct of meetings and given Members proper records for the future, and should be the future norm  3. Report: He was happy to discuss items from his Report \* – and highlighted:  3.1 AED and CPR Training: A further round of essential Training Sessions was planned to  start probably in April. A small PPG team to plan/publicise the event was needed and he was seeking volunteers. He already had two.  3.2 Communication and Promotion of events and the PPG: Copies of pilot Notices and Bookmarks were passed round. He stressed that events such as CPR Training and wider PPG initiatives would require proper publicity and PPG email links. RI supported this and agreed to provide a Report on the latter  3.3 PPG Community Participation: the need for the PPG to take its message to the Community had been highlighted to him, plus the need to give PPG members a real role and involvement in the PPG and Community.  He asked that the above topics be carried forward to the next Meeting. | AlanB/LG  RI  LG | LG  AlanB/LG/CK/RQ  RQ  RQ  RQ  RI  RQ |
| **Locality PPG Update** | Alan B reported that his meeting in Thornton had resulted in no PPG interest, RQ had a different experience, which showed the need to pick community targets.  Alan B was awaiting the Minutes from the Community PCN meeting, so he could not provide a Report – this will follow. |  | Alan B |
| **AOB** | 1. PPG Meeting Dates: It was agreed that total agreement on Meeting Dates was hard and the dates post the AGM would be discussed and agreed at the AGM  2. AB and RI stressed the need for contacts with Community groups such as Military Veterans  3. RI asked if information on the collection of “Sharps” could be publicised  2. The Surgery Premises: The topics of damaged drains and remedial works to the access and car park, and S106 Planning Agreement benefits were discussed by LB and KS and MB as Parish Councillors. A meeting is to be arranged between the relevant parties including LG and the Parish Council. |  | All  LG  LG/KS/MB |
| **Next meeting**  **The AGM** | Thursday 28th March at Markfield Congregational Church at 1.00 pm |  |  |

\*These Reports were circulated prior to the Meeting, if PPG members require further copies please contact RQ – [robertq@talktalk.net](mailto:robertq@talktalk.net) or

01530 610795

***AGM - Election of Officers***

*Each year, the PPG elects a Chair, a Vice-Chair and a Secretary within its membership, or more frequently if required. All PPG members may put themselves forward for election/re-election.  If more than one nomination is received for an Officer position, then a vote will take place.*

*Nominations (with the consent of the person nominated) can be made by any member of the PPG and seconded by another member and must be submitted to the Practice Manager by 14th March 2024 at the latest and will be circulated to members in advance of the Meeting.*

*To help members to decide who to vote for, the Nominees may, if they wish, attach a written summary in support of the Nomination. Any such summary received by the Practice Manager will also be circulated to all members prior to the AGM.*