***The Tickhill & Colliery Medical Practice***

[www.thetickhillsurgery.co.uk](http://www.thetickhillsurgery.co.uk/)

www.thecollierysurgery.co.uk

Present Apologies from

Mrs N Carr Mrs J Hart

Mr S Johnson Mrs J Hilling Mrs M Barnes

Mrs H Burke Mrs K Ripley

Mr S Johnson Mr L Batty

Mrs J Tissington Mr G Tissington

Mrs S Salthouse Mrs M Totty

Mr R Totty Mrs J Wilkinson

Dr M Pande GP Principal Mr G Daniel Practice Manager

Mrs J Dodd Assistant Practice Manager

**Any and all information discussed should be regarded as confidential UNLESS OTHERWISE STATED**

1

Action Jane

Action Stan

2a

**Welcome** – Norma welcomed everyone to the first meeting of 2014

Apologies were received as shown above.

Mary has had surgery. Anyone wishing to visit is asked to telephone first.

Norma informed the group that Graham had given notice to retire at the end of February and had intended to be on holiday this week. Unfortunately Graham has been ill and although now thankfully recovering is off work ill and will not be returning.

Members were invited to sign the leaving card and Jane will collect any donations for a leaving gift. Please get money to her by or at the next meeting on February 26th 2014. Jane will purchase a gift and deliver it to Julie who will ensure it gets to Graham. The group thanked both of them for their assistance with this.

The Group then discussed the location of meetings in Tickhill given the problems of carrying the table down the stairs and the Health and Safety issues around this. It was decided that:-

* The meetings will stay at the surgery.
* Stan offered to donate a card table which can be stored downstairs to be used for the minutes. The group thanked him and accepted the offer.
* The next meeting will be held at Tickhillwith the meeting on April 2nd atHarworth. Future meetings will be discussed at the next meeting.

2

2a

Action Julie

Action Jane

2b

3

**Minutes of the last meeting**

Apologies were made to those members who had been unable to download their minutes which had not been sent out in word 97 to 2003. Paper copies were provided and the matters arising were covered in order to give time for members to check the minutes.

**Feedback on questionnaire**

Norma thanked Sarah for the hours of work she had put into the questionnaire and invited Sarah to update the group. Sarah reported that she had received feedback from Kate Norma and Jan. As a result of Jan’s feedback she had split the questionnaire into two topic specific single sided questionnaires with a view to this format being easy to use on a clip board at Galas or open meetings. She stated that she still has the original two sided version.

Discussion took place and the following decisions were made:-

* A further copy linking the two topics would be produced by Kate for the next meeting with Q3 on the communication sheet removed and no date being included.
* With permission from The Practice A box could be used under the PPG noticeboard for responses to be placed in. Julie to put that to the Practice for permission.
* All copies will be produced on yellow paper to assist anyone with macular degeneration or other eyesight problems.Jane offered to purchase some yellow paper and this was agreed.

Discussion about buying more of the professionally produced handout was started and a decision to look at full colour copying of the original was made.

**Patient Satisfaction Survey**

At the last meeting Graham passed out copies of the collated results, which contain a review of the previous year’s action points and asked each member of the group to identify 3 to 5 action points for the coming year.

In terms of National Targets the group was asked to consider if The Practice should prioritise Carers and should continue with DNA reduction.

It was decided at this meeting that 3 items should be sufficient and everyone was asked to have their responses ready for the next meeting.

2c

Action ALL

3

**The Next Patient Information Session**

It was agreed at the last meeting that the first session should be in April with the topic being **Prevention of Disease(using an holistic approach.)**

Norma asked who was willing to help Kate and it was decided that,for the next meeting, Kate would come up with a list of things she with which she needed help, such that members could volunteer for specific tasks.

An initial list was produced that included the following:-

* Producing fliers
* Photocopying
* Handing out fliers
* Room hire
* Refreshments
* Advertising through Today magazines, press and radio

**Please think of what you can do to help and come prepared to volunteer.**

**Feedback from The Area PPG Meeting**

Jan and Norma represented our group at this meeting.

They reported that some groups are just starting out, some have been running longer than us but are chaired by their Practice Manager. Some were supported by their practice and others were not. Some are happy and others less so.

Jan and Norma spoke to the area meeting about how the T and C PPG had beenhelped through the initial set up and described the ongoing support the group continue to have from the practice and in particular from Graham and Julie. Their input had been seen and cleared by Graham.

It was an interesting meeting and is intended to provide a support network as well as a vehicle for passing on agreed requests or decisions to Doncaster NHS.

Future meetings will be held quarterly at the Trades Centre in the Frenchgate from 2pm til 4 pm and it is intended that the first part of the meeting will be input on a health topic with the second part being networking.

Norma and Jan will request an evening meeting if any of our working members would like to attend at any time.

**The next meeting of this area group will be on Friday April 11th 2014**

Action ALL

4

Action Jane

5

6

Our group can send two representatives and we would like to encourage other group members to get involved in at least some of the meetings or some of the time slot of a meeting.

All members are asked to consider if they would like to be involved.

**Treasurer’s report**

Jane reported that the bank account details have finally been updated with her address as the one for all correspondence, and all 5 signatories in place.

These are:- Norma Carr, Stan Johnson, Mary Barnes, Helen Burke, Jan Hart.

She has received an up to date Bank Statement and issued everyone with a copy showing the group has £354.43 in credit.

At this point it was agreed that the group could possibly afford to purchase some more professional leaflets rather than colour photocopying and Jane will make contact with RDASH to get a cost.

**Proposal to accept the last minutes as a true version of the last meeting.**

Proposed :- Stan Seconded:- Jane

Unanimously accepted

**Date of the next meeting**

This is 26.02.2014 and it has been changed to Tickhill

**Update from Julie**

Julie informed the group that the patients registered at Harworth who have previously been classedas North Notts patients are being moved to become registered with Doncaster NHS. This will make logistical issues simpler for everyone concerned.

She also distributed the NAPP e bulletin for December and an article from Dr Nick Tupper of Doncaster NHS on taking responsibility for our own health.

The meeting was formally closed at 7.55pm

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|  | THESE MINUTES ARE ACCEPTED AS A TRUE record of the meeting held on January 22nd 2014Proposed bySeconded byVoteSigned by the chair |
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