

**Minster Medical Practice Patient Participation Group (PPG)**

**Minutes of meeting held on Tuesday 26<sup>th</sup> April 2016**

**Present**

Russell Bond    RP    Chairman

MM

CS

SD

JG

SR

BM    Minute Taker

Jo Downes    JD    Practice Manager

Dr Fitzgerald    Partner

**Apologies**

SW

**Minutes of last meeting**

Minutes of last meeting accepted as a true record of events.

**Matters Arising**

Signs - JD Signs are ordered. Delay due to them going on separate posts not the lamp posts so awaiting these posts to be put in place.

Kevin Gibson - not replied to queries raised at the last meeting. JD to ask him when they both attend a meeting on Thursday.

MM - Produced an excellent poster. Suggestions for it to go on the Ermine Community web-site; in the One-stop shop on the Ermine; in the Co-op shop and pharmacy; and in the Community Hall.

JD to give RP and BM access and use of, the gmail web-site.

NAPP week 6-11<sup>th</sup> June . CS suggested holding Forum either in the day or evening. SD suggested Minster PPG aims be presented.

JD to ask Kevin Gibson about the CCG identifying “assets” in the healthcare community.

### **Raising Funds**

Appointment of a Treasurer – SD volunteered to take on this role.

Book sale

Approach Co-op Pharmacy for a Grant.

RP to write to City Councillors and anyone he considers appropriate regarding access to Grants.

Coffee Morning

Raffle

The Funds raised to be used to produce the Newsletter.

**Newsletter** - A5 size. To be produced quarterly.

RP to write about the PPG

JD to have a section

Partners to contribute

Invite patients to contribute

Newsletter to be distributed to Ravendale Clinic and the Library.

### **Baby Blankets**

There are 130 births per annum in the Practice. Not to go forward with this idea.

**NAPP Week** 6-11<sup>th</sup> June

Members of the Minster PPG to be in the surgery waiting room for an hour each day, JD to co-ordinate the timings.

Question/Forum Session to be held one evening in the week beginning 13<sup>th</sup> June , between 6.30 and 7.30pm. JD to ask Kevin Gibson about support for this event.

**Any Other Business**

PPG Survey - review of the questions.

Discussion regarding Sponsorship for the Newsletter.

**Meeting closed at 1435**

Date of next meeting Tuesday 24<sup>th</sup> May 2016 at 1.30pm