



## The Calverton Practice Patient Participation Group

Minutes of the meeting held on **Wednesday 16<sup>th</sup> August** at 5.30pm held in the The Surgery

### Present :

**Nick Borrett (Chair)**

Caroline Borrett

Pat Bosworth

Jackie Guylar

Jan Johnson

Denise Pilkington (minute taker)

Sam Round

Julia Stirland

### Also present

From the practice

Bridget Hall

### Absent

Diane Bathgate

Margaret Briggs

Chris Jackson

Vivien Sadler

Dr Caroline Wight

### 1. Attendance, Membership and apologies for absence

Apologies were received from Diane Bathgate, Margaret Briggs, Chris Jackson, Vivien Sadler.

There continue to be three vacancies on the PPG.

### 2. Minutes of previous meeting/ matters arising

The minutes of the previous meeting (Tuesday 4<sup>th</sup> April) had been made available to PPG members and were agreed as an accurate record of the meeting.

#### Matters arising

- The feedback boxes were discussed, and Jayne Yeomans and Shawn Sunderland have the matter in hand – boxes and location.
- The outcome of the Health Questionnaire -distributed at the Village Get Together was discussed. It has now been distributed to all PPG members. It has informed the organisation of the Health and Well Being Event.

**ACTION  
FOR**

Jayne  
Yeomans

The minutes of the AGM (Wednesday 12<sup>th</sup> July) had previously been made available to all PPG members and were agreed as an accurate record of the meeting.

#### Matters Arising

- The Health and Well being Event – (Item 3 this agenda)

**Action:** Denise to send all minutes agreed to Jayne for publication on the practice website.

Denise

### 3. Health and Well Being Event

Caroline gave an overview of the progress made to date with information of providers and stalls. This has been informed by the questionnaire, and thus is named a 'Health and Well Being Event'. Thanks to Sam for collating the data.

Caroline was able to show the PPG members the intended outline plan of the hall accommodating approximately 15 stands. Some providers have not yet confirmed attendance however the H&WB (Health and Well Being) Steering Group are meeting in the coming week to finalise those.

There will also be leaflets and display material available; Caroline suggested that both the PPG and the practice could make displays– with registration available at the practice stand; Bridget is to take this to the practice.

Bridget informed the meeting that money is available from the PCN for the event but is ringfenced for staffing from the practice. Bridget will work with Dr Wight to manage the funding; suggestions made included practice staff supporting Dr Wight on the stand and /or promoting the practice.

Nick spoke about a similar display at the Hucknall event. He will send material to the practice.

In addition to the event stalls there will also be a pop up Covid Clinic– this is being organised by the Sherwood Forest Hospitals Trust; this is in agreement with the surgery. Space in the building is not considered suitable therefore a van will be located in the carpark with waiting space available in the changing rooms in the Village Hall. There will also be a Fire appliance in the carpark.

The meeting agreed that the outside space would need careful management- including the impact of other



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possible events like a football match. There will need to be drop off and parking for the disabled.

Caroline feels that there is a good spread of providers supporting aspects of well-being. There will also be seminars – including a nutritionist and a Re-Start your Heart session (provisional). These will take place in the breakout room.

The timing of the event was discussed –currently it runs from 10.00am -2.00pm for the public to attend; it was felt that the event might have to be extended to 3.00pm. Nick volunteered to contact the providers who have already committed to 10.00am -2.00pm; to find out their availability.

Caroline reported that the marketing of the event was in place – including advertising in local newspapers if possible. A poster to be displayed in public places was shown to the meeting. There was some discussion around the poster and image used. The final image was agreed by the members present; however, the wording wasn't finalised. Several ideas were discussed including using a punchy, succinct message, the use of bullet points for some of the provider stands, mention of 'freebies' i.e Event Attractions and availability of refreshments.

The meeting agreed that refreshments would be charged for.

Boots are able to provide some product samples as incentives for attendance; Gedling Borough will provide Leisure passes.

Funding was discussed: Councillor Elliott has assured Denise that his donation of £500 is now with Gedling Borough Council and should be with the PPG 'well before the event'. Further funding from the other Calverton councillors is to be requested, as well as funding from the Parish Council towards the cost of the Village Hall.

Nick is to approach local businesses by letter for donation; the letter was approved by the members present.

The Health and Safety arrangements were discussed; Nick will take responsibility for a risk assessment and health and safety arrangements on the day. It was suggested that St John's Ambulance should be approached for First Aid cover.

Caroline was concerned over the number of people required to support and help the event. The management of the event will require approximately 20 helpers. Caroline wants it to be enjoyable for the PPG members and she encouraged the members to find a volunteer to be support the event. She listed the jobs/ roles that would need filling.

Pat informed the meeting that a screen and projector are available (additional cost) in the Village Hall. The meeting agreed that the event information should be displayed, including the programme of talks.

Actions to be followed up at the next meeting of the HWB Steering Group

- Poster wording be finalised. **ASAP** for distribution
- Timing of the event to be further discussed
- Attendance of providers confirmed to finalise attendance and number of stands at event
- List of jobs and tasks that need to be filled to be sent to PPG members for allocation
- To identify a local volunteer body that may be able to organise the refreshments on the day
- Display boards and projector display to be pursued
- Funding streams to be further explored- including letters to local businesses
- Risk assessments to be made, for premises and outside area
- First Aid arrangement to be made – to contact St Johns Ambulance

**HWB  
Group  
and All  
PPG  
Members**



## The Calverton Practice Patient Participation Group

### 4. Practice update – Bridget

**Funding:** PCN funding for staffing – mentioned in Item 3. Bridget has also tried to contact Boyd Elliott – he has not responded to her emails.

**Staffing:** There are two new registrars. Dr Igoe is now on Maternity leave and recently gave birth to a baby boy. Congratulations!!

A vacancy in the dispensary team should be shortly replaced (practice in process of offering the role).

Recruitment in the practice team (Document workflow) has begun after a resignation.

A member of the nursing team is on long term sick leave.

The post of Nurse Associate – from the PCN – has now left and the practice is in the process of recruitment.

**Privacy notice:** The GDPR guardian for the practice has sent details of a privacy notice so that the practice can hold contact details of the PPG independently from patient status. Nick and Bridget to construct a document.

Nick and  
Bridget

Bridget was thanked for her update.

### 5. Core Update (Sam)

Numbers attending CORE have dropped slightly – however this is seasonal – Summer! Holidays. However, CORE continues to look ahead to Winter/ Autumn.

- CORE are working with Inspire – with a view to facilitating courses at the CORE centre – e.g creative writing, IT
- Working with a volunteer who can support accessing funding for ex-miners This volunteer will be able to train and support CORE staff to access other funding too, including small grants for those in need.
- Applying for funding for support packages for the less advantaged (means tested) that would include not only information and advice but tangible items such as cleaning products, Christmas packages, winter warmers (hot water bottles etc)
- Applying for funding to increase the capacity of the Food Pantry – currently delivers 35 boxes per week.

Sam was thanked for her update

6. **AOB** – During the meeting Defibrillators had been discussed – they are regularly checked and audited. Pat suggested that the PPG could be involved in this in the future.

Future  
agenda  
item

### 7. Date of next meeting / venue – including the AGM

Nick thanked everyone for attending and for their input, particularly for contributions made for the Health and Well Being Event.

Date of next Meeting: **Wednesday 27<sup>th</sup> September 5.30pm at the Surgery**