



The Calverton Practice Patient Participation Group

Minutes of the meeting held on **Wednesday 27th September** 5.30pm held at The Surgery

Present :

Nick Borrett (Chair)

Caroline Borrett

Pat Bosworth

Jackie Guyler

Jan Johnson

Denise Pilkington (minute taker)

Sam Round

Julia Stirland

Also present

From the practice: Dr Caroline Wight

Nick Bereniski (Volunteer for HWB Event)

Ania Gebicka (Vol for HWB Event)

Mike Hope (Vol for HWB Event)

Absent

Diane Bathgate

Margaret Briggs

Chris Jackson

Vivien Sadler

ACTION FOR

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. Look out for new members please!

2. Health and Well Being Event - Update of event

Finance – The PPG have secured funding from three sources. District councillors, Lorraine Brown and Jane Walker have kindly donated £100 each (Gedling Borough Council Community Grant) this has been received by the practice.

Boyd Elliott, County councillor for Calverton has donated £500 from his divisional fund- not yet received.

The cost of the hall is to be met by the Primary Integrated Community Services (NHS). Our thanks to Lucy Gally (Primary Care Network Development Manager) for arranging this.

To date we have made expenditure for insurance, marketing, some ad hoc purchases of games and books and, event bags for event merchandise. This comes to approximately £250 to date.

Expense claim forms were distributed to members at the meeting. Nick suggested the mechanism for claiming expense to go through Nick and Denise to claim from the practice.

Stands and providers - Caroline shared the advert in the Bramley; it was agreed that our promotion looks good! She was able to confirm the stands and their content/ provision in attendance; she also shared the timings and content of the four talks; these will be in the Meeting Room – Lucy Gally, Primary Care Network Development Manager for South Nottinghamshire, who has worked with the HWB group is to introduce the seminars.

In addition, there will also be a Covid walk in clinic at the event. The Covid Clinic will be situated in the car park. Over 65s and those who are clinically at risk if under 65, or frontline workers (health workers and social care) are eligible for the vaccine. Caroline has confirmed with Sherwood Forest Hospitals NHS Foundation Trust (Clinical Mass Vaccination Team) that it will be a Walk in Clinic; some members of the PPG have concerns about queuing and advised volunteer support for this.

There was some discussion around the management of clinic and the confidence that we have (or not) in their arrangements, including the queue; it isn't planned to use the changing rooms for shelter in case of inclement weather.

Nick circulated a plan of the hall with table numbers – we will be complete with approximately 21 tables.

Nick felt that there would be an additional 40 tasks and asked for help and support.

The PPG will have a stand; Nick is to make a display and asked for the support of other members to be at the stand on the day. The PPG will be next to The Calverton Practice stand - Bridget and another member of the practice staff will be in attendance with Dr Wight.

It is thought that the mayor will be in attendance.

Arrival and Car parking - As it was felt that car parking should be overseen - with arrivals and limited space due to the Covid Clinic occupying some of the car park. Reliable volunteers would be required to oversee this. Nick was delighted to welcome Nick Berenznykj and Mike Hope to the meeting who will be the car



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park team. The overspill car park is to be used for stand providers, and all to be informed before the event. Both Nick Berenzynkj and Mike Hope were satisfied with arrangements; they will wear hi viz.

There was discussion over arrival times- it is expected that arrival is from 9.00am

ACTION –To investigate earlier access for the PPG with the clerk and the caretaker.

Nick

Nick felt that we should assume many people will attend and is satisfied that the PPG has fulfilled all queries raised by the Parish Council. He thanked Julia and Dr Wight for representing the PPG at the Parish Council September Meeting. Caroline Wight advised that the Parish Council were happy to promote the event.

Marketing and Promotion - Julia gave an overview of the promotion campaign. There has been a poster and leaflet campaign. Julia thanked all those volunteers she has recruited to put up posters in different positions in all the different villages. She has also advised the removal of posters – particularly those in outside positions. Banners have been ordered – they will be displayed in St Wilfrid’s Square and outside the post office. Nick Borrett will liaise with Mike Hope and Nick Berenznykj – thanking them for their support. The Practice will text all adult patients promoting the Health and Well Event, including the Monday before the event.

It was suggested that, if there are enough fliers a leaflet drop is to be made in the square - also at the flu clinics, held at the surgery on 7th and 14th Oct.

ACTION : To take leaflets and distribute

All
Members

Event Bags are being organised - arrangements were discussed - hopefully with the support of Boots. Bags to be distributed to those who complete a feedback form; Nick distributed copies of the form. Pat Bosworth and Ania Gebicka (who has attended this evening as a volunteer) will help visitors complete feedback forms and distribute bags. Nick thanked Ania for attending.

Jobs/ Tasks – these were listed and confirmed. The St John Ambulance area at the Village Hall was discussed – it was thought that the Village Hall had screens available for privacy.

ACTION: Availability of the loan of screens, from the Village Hall, to be investigated.

Nick

Refreshments - were discussed, Denise is recruiting a team of volunteers to support this.

ACTION The purchase of refreshments and rota to be organised.

Denise

Caroline thanked the both the HWB committee and the wider group for their support

3. Minutes of previous meeting/ matters arising

The minutes of the previous meeting (Wednesday 16th August) had been made available to PPG members and were agreed as an accurate record of the meeting. Denise to send minutes to Jayne Yeomans.

Matters arising

- Feedback boxes was raised an outstanding action; Nick to liaise with the surgery with regard to the wording and suggestion.
- Privacy notice – this was raised by Bridget at the last meeting – in Bridget’s absence this is to be raised at the next meeting.
- The meeting agreed that the minutes were an accurate record of the meeting

4 Core Update

Sam gave a quick update of happenings at the Core Centre-

- The Food Pantry is to increase from 35 to 50 thanks to funding from Notts County Council
- A Christmas Crafts group will take place through Inspire (Inspire: Culture, Learning and Libraries is a charitable community benefit society delivering cultural and learning services across Nottinghamshire)
- Make your money go further course – another course facilitated by Inspire.
- Sam gave news of a Fund-raising event for CORE at The Beer Cellar – 12th October



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- Macmillan coffee morning - £3 – 28th September

Thanks to Sam for her contribution.

5. Practice update –

Caroline Wight gave a quick update of the practice

- Flu clinics are in operation.
- A member of the admin team is moving from the practice. The Practice will miss her – they wish her well.
- The new rooms are working well. – there are video facilities in the new rooms which are most beneficial for all.
- The Admin team, and Shaun as premises manager, have been nominated for local business awards
- A practice nurse is to return to the Staffing complement.

Nick asked about the ability to get an appointment when asked for – Dr Wight told the meeting that demand will always out reach capacity – but feels that things are improving, at the surgery, in terms of safety, mental health and staff morale. Patients can speak to a receptionist, who are now acting as clinical navigators; they speak with confidence and are often able to put the patient in contact with the most appropriate member of the clinical team e.g. physio.

Caroline was thanked for her contribution.

6. Corkhill Award – this is an award made to a PPG. This year the theme is celebrating PPGs working in their wider communities. In light of the Health and Well Being Event, it would seem appropriate to be nominated. Our thanks to Dr Caroline Wight for nominating the PPG

7. Date of next meeting / venue

Date of next Meeting: **Wednesday 29th November 5.30pm at the Surgery**