

# **ALBRAM Patients Group**

**Annual General Meeting Tuesday 19<sup>th</sup> July 2022 held at Alconbury Surgery at 6pm.**

## **Minutes**

### **Welcome**

The Chair welcomed everyone to the AGM at 6.05pm JR welcomed everyone to the meeting and said it was good to see so many had turned up on a very hot summers evening. JR Introduce herself and everyone present did the same.

### **Present**

Jacqui Richmond (Chair), Di Barnett (Treasurer), Steve Cole (Secretary), Philip Norton (Car Scheme Administrator) Dr Duncan Rea, Melanie Gearing, Hammy Anderson, Adrienne Coulson, Dave Russell, Kim Summerfield, Mick Gunney, Alasdair Gardener, Graham Clark, Steph Beaumont, Margaret (Betty) Footner. An attendance sheet was circulated and duly signed by all present. Five representing Alconbury, three representing both surgeries and five representing Brampton.

### **Apologies for absence.**

Steve and Julie Lomas, Linda Parkhouse, Jean Huff, Susan Summerfield, Susan Wall.

### **Minutes of the AGM held 20th July 2021 Held at Alconbury Memorial Hall.**

The minutes were read, confirmed, adopted unanimously and duly signed by JR.

### **Matters arising**

Two spelling errors were pointed out and noted. Alastair should read "Alasdair" and car scheme coordinator should read "Car Scheme Administrator." No other matters were raised.

### **Chairman's report**

Please see attached report for full details.

### **Treasurer's report**

Please see attached report for full details. In summary of the report given by Di Barnett and audited by Peter Davies. Opening balance 1<sup>st</sup> June 2020 £1356.74. Income, £1523.04 from the car scheme due to low activity caused by Covid preventing raffles and sales of books. less expenses £1241.95 in agreement to the purchase of surgery equipment. Closing balance on 31<sup>st</sup> May 2022 £1637.83. The auditor wants to see full receipts including handwritten receipts for all cash and donations, including car scheme accounts. The phlebotomy chair is still outstanding. The accounts were adopted by all those present. The auditor statement verified the accounts, income, and expenditure.

### **Car Scheme Report**

KS gave a full report up to 30<sup>th</sup> June 2022, which is attached including a financial summary. The schemes objectives were patient transportation for medical reasons either to and from the surgery, hospitals, and other medical establishments. In May 21 post Covid restrictions being lifted. The update was slow but progressive as confidence grew and we have seen a steady growth month by month. Post covid has seen an increase in the workload by the two coordinators, caused by safety questions around Covid and a shortage of driver availability. We have 28 drivers, 10 Active in Alconbury and 9 in

Brampton. Milage claims £1503.10p with £271.00 from patient donations. The scheme holds £47.96 in cash.

The committee meeting has covered the new GDPR which is now fully up and running. Adverts of awareness of the scheme placed in the Alconbury Weald Warbler and all surrounding parishes. The local authority changed name to the combined Cambridgeshire and Peterborough Authority. Report has already been given in for looking at walking aids for patients at both surgeries. Joined the National Transport Association. First aid awareness for CPR and Defib was completed in July 22. Other meetings attended are Care Network (ad hoc), and Brampton Hub. KS thanked everyone for their support during his time in office and wished his successor all the best for the future which is Philip Norton.

### **Election of Committee**

MG presented KS with a card and gift voucher for his valued service as Car Scheme Administrator and wished him all the best with his new adventure and stated that he would be missed.

Election of the secretary. The current secretary Steve Cole was willing to stand for a further 3 years. Proposed by Hammy Anderson, seconded by Adrienne Coulson. Steve Cole was elected as secretary by a unanimous show of hands. JR the stated that Linda Parkhouse, Philip Norton, and Graham Clark were willing to join the Committee and needed Co-opting onto the committee also Dave Russell and Mick Gunney both volunteered to join. All were unanimously co-opted onto the committee and JR welcomed them all.

DR asked the question regarding the Chair and the Treasurer. Both still have 2 years in post, and both agreed to continue in their roles.

The AGM Closed at 6.40pm.

### **Open General meeting followed the AGM at 6.45pm**

JR has renewed the Lottery License for another year and is in her name as Chair. The cost was £20.00. JR welcomed all the new committee members.

MG gave an update on the surgery. Patient numbers have risen to 12900 and expected to rise to 13000 by September but no plans have been released for Alconbury Weald capacity for the future. Patients handwritten files are no longer stored at the surgery but at a secure location and can be retrieved if needed. Patients will soon be able to electronically access their files via an NHS App,when invited after they have been confirmed by showing their passport and a video call.

MG gave a full review of the surgeries and how they have used any spare rooms to allow an increase in administration staff, nurses, and doctors. This has proved difficult due to the shortage of space at each surgery. A new Physio has started working 2.5 days a week and a Social Prescriber. The extended patient scheme which allows our patients to attend out of normal hours at either Oaktree or Buckden will soon be able to attend this practice instead.

External and internal surveys have been conducted and are on-going, have shown the practice to be well above the national average for positive feedback.

On the 3<sup>rd</sup> August 2022, the CQC will be conducting their review of the practice and may ask to interview committee members. This will be done by request with prior notice being given.

Meeting finished at 7.40pm

Next Committee meeting to be held on Tuesday 18<sup>th</sup> October 2022 6pm at Brampton Surgery.