**SHERINGHAM MEDICAL PRACTICE**

**PATIENT PARTICIPATION GROUP MEETING**

**Wednesday 6th September 2023**

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| **Present:** Freddie Stening, Janet Eastwood (Chair), Refiloe Joka-Serote, Roz Treadway, Pauline Craske (Practice Manager), Susan Howard (Treasurer), Sue Cotterill  **Apologies:**  Gordon Hare, Mike Stephenson, Adrian Vernon, Lesley Vernon |

**Minutes: R**ead and accepted error in Susan Howard

shouldn’t have been noted in apologies.

**Matters arising:**

1. **PC** and some other staff members held a meeting on 16th August. **R J-S** and **JE** (standing in for **MS**) attended a very informative session where all the surgery updates on changes were discussed.

**Action:**

1. **PC** to arrange GP to be at AGM in October.
2. **PPG** members asked to look at the patient surgery and leaflet. To discuss at September meeting.

**Practice Newsletter**

* Agreed by the group to postpone newsletter at present due to many ongoing changes within the Practice. The most up to date information needed for patients
* Group happy with the format. **R J-S** thanked again for her work.

**Action:**

* Newsletter to be published once changes have settled.

**Financial Update:**

* **SH** gave a financial update of £1,403.30 balance.
* **JE** reiterated that Tesco’s have a new policy of only allowing one Charity or local organisation space for a table one Saturday a month. **JE** had discussed with **PC** the idea that tombola could be held on one of the Covid/flu vaccine Saturdays. Group agreed Saturday 7th October was potentially good day. Volunteers to help were asked for.
* **JE** reported the second hand book sales are going well in the waiting room but needing more books particularly children’s.

**Action:**

* **JE** to arrange Tombola for Saturday 7th October where there will be a high footfall at Covid/flu vaccination session.

**Local patient transport schemes:**

* No reported feedback about the leaflet received.

**Action:**

* Ongoing monthly review at next meeting

**Practice Matters:**

**PC** gave an update on recent changes.

1. New telephone system

**Action:**

1. A small PPG group to meet with management to review survey results..
2. Review current patient leaflet and amend as necessary.

**Members Matters**

* Following a recent Practice Manager’s meeting **PC** shared that PPG constitutions were briefly discussed particularly around the topic of new members and what terms and conditions allowed on to the committee. Group discussed AGM and committee members terms.
* **JE** mentioned that the carer’s table was being well used and another meeting was to be arranged.
* **JE** had an interesting meeting with Elizabeth White who is looking for the surgery’s support in setting up a Menopause Café in the town. Good support from group.

**Action:**

* **JE** to relook at constitution and arrange AGM for October 2023.
* **JE** and **PC** to arrange a small meeting of an interested GP and Nurse looking at feasibility of setting up a Menopause Café on a monthly basis within the surgery.

**Action:**

* AOB to be asked for before next meeting.

**Next meeting (AGM) is Wednesday 11th October 2023**