

COMMUNICARE

Wansford & Kings Cliffe Patient Participation Group

Minutes of Officials' Meeting – Monday 18th November 2019 (Held at Wansford Surgery)

Present: Rev D Parkes (Chair), Mr D Hellard (Vice-Chair) Mrs W Spencer (Secretary), Mrs C Wagstaffe, Mrs H Gough, Mrs V Thorley, Mr P Philipp, Mrs K Lawes (Practice Manager) Ms A Johnson (Assistant Practice Manager)

- 1) Apologies: Mrs L Freeman (Treasurer), Mr P Barry
- 2) The Chairman welcomed Mrs Thorley and Mr Philipp and looked forward to their involvement with the proceedings, encouraging them to ask questions wherever relevant but also to advise if they decided that they would prefer not to continue as a permanent official. Mr Philipp stated that he had experience of PPGs as vice-chair of Ramsay.
- 3) Minutes of meetings held on 9th September 2019_– agreed as true record

4) Matters Arising

- (i) Following endorsement at the AGM, KL confirmed purchase of the ear syringing machine – invoice submitted to the Treasurer for payment. **Action:KL/LF**
- (ii) The paediatric probe has yet to be purchased – CW confirmed Mrs Markley's agreement for this to be financed from the donation in memory of Gilbert.
- (iii) Noted that the flu clinics were not as well attended as last year – partly due to lack of advertising – this will be addressed next year.
- (iv) WS attended both the launch of the Integrated Neighbourhood project and the Volunteer Action AGM in Oundle – the former appears to have the makings of a valuable asset to the local community but more detail of how it will work has yet to be announced (this will be a subject covered in the forthcoming general patients meeting) – the VA event was well attended and good donations are helping the organisation to function satisfactorily, helping some 800 clients with 80 volunteers.

5) Matters arising from AGM

- (i) KL/AT confirmed that the introduction of email consultation had commenced but with only certain targeted patients – it was felt that this service should be contained at the present time and no action through the PPG was necessary.
- (ii) In the absence of the Treasurer, it was noted that the appointment of a suitable auditor for the accounts has still to be confirmed. WS stated that a local qualified lady accountant might be willing to take on this role – she will investigate. **Action: LF/WS**
- (iii) In response to a query from VT, KL confirmed that development of the step-down unit adjacent to the surgery was ongoing but progress was slow.

6) Finance

Current statement of account as follows:

Balance brought forward as at 31.7.19:	£3535.13
Income:	
Charifund Interest	<u>39.00</u>
	£3574.13
Expenditure:	
Purchase of Ear Syringing m/c	<u>145.80</u>
Balance carried forward as at 18.11.19 after cleared funds & u/p chqs	<u>£3428.33</u>

(2)

Notes: (1) Carried over from previous meeting: As PPG no longer operating transport scheme, there could be savings on the public liability insurance – LF not available to comment - **Action: LF**

(2) Changes are now required on both the bank mandate and Charifund re signatories – LF to obtain forms for completion. **Action: LF**

(3) DH raised the question of interest rates being paid on the Charifund units and suggested that better rates might be available elsewhere. LF to be asked to investigate. **Action: LF**

7) Funding Requests/Equipment

(i) **KL** presented a request for a new 24-hour ECG machine at an approximate cost of £995 exc VAT. It was agreed that funding for this could be provided but only if agreement was reached to release 'ring fenced' monies – KL will ask Dr Nally to obtain permission from the donor. **Action: KL**

(ii) Discussion took place on the ownership of equipment financed from PPG funds – KL will look into the legal aspect of this matter. **Action: KL**

8) General Meeting – Tuesday 26th November

Speaker: Gillian Shadbolt – Care & Repair, Northants. Dr Nally is also planning to attend and has requested that Alison Bourne, the on-site manager of the new Integrated Neighbourhood project (tie up between Wansford, Oundle and Yaxley) be given a short slot to update on her work.

Dennis Holland, Chair & Jean Clark, Secretary, Oundle PPG, have requested our agreement to attend the meeting – this already confirmed.

9) Social Group Update

CW reported on a very successful short break holiday in September – The annual post-Christmas lunch will take place in January at Yarwell village hall – She was currently investigating destinations for further holidays next year.

8) AOB

(i) Patient interest in PPG – agreed that attendance at meetings depended on speaker's subject – WS will compile a list of speakers over the last 2-3 years – popular events will be identified which could be repeated in future. **Action: WS**

(ii) Missed appointments: Noted that level has increased slightly, but AT confirmed that it is generally the same people who do so – possible action would be warnings and ultimate denial of cover.

(iii) Mental Health: VT raised the question of cross-border treatment where someone living in Northants was required to attend Kettering hospital instead of Peterborough – agreed that this was unfair as other conditions did not carry this exclusion. DP to check with CCG. **Action: DP**

9) Dates of Future Meetings:

General patients meetings: Tues 26/11/19, 31/3/20, 2/6/20, and AGM 8/9/20 – all at 6.30pm

Next Officials' meeting : Monday 23rd March 2020 – 2pm at Wansford surgery