



ALREWAS SURGERY PATIENT GROUP ANNUAL GENERAL MEETING

Held on 10th January 2024 at Alrewas Surgery

Present: Lorna Lewis (Chair), Jenny Wray (Dep Chair/Treasurer), Helen Scales (Secretary), Paula Dumolo (Nurse Practitioner)

Apologies: Bitty Muller, Jo Spence, Sonia Senior (Practice Manager), John Cassidy

1. Welcome

LL welcomed the Committee Members to the Annual General Meeting.

2. Guest Speaker

Dave Bassett from Healthwatch had been asked to come and talk to us about his work, but due to only a small number present, he has agreed to attend either a future Patient Group or a Surgery Staff meeting in the future.

3. Minutes of the meeting held on 18th October 2023

Accepted as an accurate record by all those present at the meeting. Proposed by PD. Seconded by LL. The actions were discussed.

The majority of the actions have been completed including: Updating and rebranding all the paperwork and organising the transfer of the defibrillator maintenance to the organisations / shops where they are sited. (See 5.1 for further details). The remaining actions will be targeted once the PG has recruited new members.

4. Treasurer's Report

Report taken as read.

No decision has been made by the Parish Council following our application for funding for Defibrillator maintenance. A response is due in spring 2024.

Once all the defibrillators have been transferred, the PG ring fenced defibrillator funds will be divided between any organisations taking over a defibrillator, which are registered as a charity.

5. Surgery Update PD

PD reported on the following:

Beckie Noble, has been appointed as a practice nurse, working 2 days / week.

Two new GP Registrars have started work at the practice.

There is still one vacant receptionist post.

The nurses are willing to inform patients, by handing out flyers, about the Patient Group requiring new members. Forms will be available from them, as well as those attached to the PG waiting room noticeboard.

Tim Wakefield is the surgery prescribing Pharmacist. He sees patients as well as reviewing medication. He is mentored by the partners and discusses any queries with them before prescribing. JW had heard from a resident that there may be a wait for new prescriptions. PD will bring this to the surgery's attention.

6. Working Groups

6.1 Defibrillators – Report taken as read

JW gave a further update to the group:

1. Petrol Station – Transfer completed
2. British Legion – Decision from Committee not received yet. JW to follow up.
3. Pharmacy – Transfer agreed – RI to visit and explain the maintenance and app.
4. Cotton Close – Awaiting confirmation of whether this will be relocated to All Saints Church. If not, Cotton Close Residents Association will take it over.
5. Delhi Divan – Transfer completed to Mr Smeeton of Navigation Cottage.
6. Cricket Club – Transfer completed

6.2 Communications & Health Education

Samuel Johnson poster has been adapted and distributed.

7. District Patient Group and UHDB Patient Forum – reports taken as read

7.1 East Staffordshire District Patient Engagement Group meeting 7.9.23

Next District Meeting: Thursday 15th February 2024 at The Voluntary services Centre, Burton-upon-Trent

7.2 UHDB Patient Forum meetings

Taken as read.

Next UHDB Meeting: Tuesday 6th February 2024 – Teams meeting

8. Election of Officers

The following have given notice that they are resigning from the Alrewas Patient Group:

Lorna Lewis (Chair), Jenny Wray (Deputy Chair / Treasurer) and John Cassidy.

PD thanked them for their service on the group.

Officers

Chair – Vacant

Deputy Chair - Vacant

Secretary – Helen Scales Proposer – LL, Seconder JW

Treasurer – Helen Scales Proposer – LL, Seconder JW

Lead committee members:

District Patient Group Representative – Bitty Muller

Defibrillators – JW agreed to continue liaising with the organisations until all transfers are completed

Communications - Vacant

Virtual Members / Surveys - Vacant

9. AOB

The Patient Group email will require ‘multi factor authentication’ in the near future.

SS will be asked to give BM access to the email as she will need to receive the UHDB information and LL/JW will need to be removed.

PD has agreed to keep all the Virtual members application forms in a locked cupboard at the surgery to comply with GDPR.

Once a member has been appointed to communicate with Virtual Members, they will be given access to the PG email system and be responsible for inputting the email addresses.

Following guidance in the Terms of Reference, any members who have not attended three or more consecutive meetings will be contacted.

LL will email JC to thank him for his contribution to the Patient Group.

LL agreed to collect all useful information she has gathered during her time as Chair and to update role descriptions.
PD thanked LL and JW for all their service to the Surgery during the time they have spent on the Committee.

Date of Next Meetings

TBA