

Minutes of the Patient Participation Group
Wednesday 26th March at 11:00am – 12:00pm
Mansfield Community Hospital Seminar Room 2
Face to face Meeting

In attendance: Dr Mills, Rebecca Tate, Rachael Street, Michael, Jean, John, Elizabeth, Linda, Carol, Alan, Hilda, David Pullman.

Apologies: Laurence, Phillip.

Minutes of the last meeting:

Rachael welcomed everyone to the meeting and asked if everyone had chance to read the minutes of the last meeting, and if they are true to record, everyone agreed.

Actions arising from meeting:

- Rachael to email PPG member the PPG updated policy – COMPLETED
- Rachael to take the bank statement to next PPG meeting when arrived.
- Rachael to add a PPG post box in the waiting room.
- Rachael to email organisations for the open day – COMPLETED

Practice update.

Rachael welcomed all to the meeting, and everyone went around and introduced themselves.

Dr Mills said it was lovely to see everyone again and welcomed David Pullman to the Group.

David introduced himself and thanked everyone for allowing him to be a part of today's meeting, David said the Doctors surgery meant a lot to his Father John Pullman and his family over the years and that the doctors were a great help to them, Dr Mills said he had known the family for many years and had been a great privilege to have known John and that their dads were also friends for many years. David went on to say that at his father's funeral they did part of the collection for Orchard Medical Practice and wanted to present a cheque for £300 to the practice. Dr Mills and Rebecca Thanked David for this very kind donation and said that they would like to use the money to help purchase a new ECG machine, which they felt would be a fitting use for the money to help others in the same way John needed. David thought the idea was very nice and thoughtful, David thanked everyone for their time and left the meeting.

Rachael informed the group that Philip has taken the hard decision to step down as Chairman of the PPG, Rachael explained that while this were sad for the group, the practice understood why Philip made this decision and completely respected his choice and hopes that he will still remain an important member of the PPG.

Rachael then went on to say with this all in mind we would be looking for PPG members to take on the roles as a Chairman, Treasurer and Secretary for the PPG group, Rachael explained the roles and emailed our the PPG Policy with all the updated information about the positions in it, and asked members to email over within the week if they had any interest in taking on any of the roles.

Rachael explained that we would then take a vote in the next meeting.

In the updated PPG policy, there is a section regarding a PPG post-box for patient to post ideas is was suggested placing one in our waiting area to take these suggestions to our PPG meeting, all PPG members thought this was a good idea.

It was asked in the last meeting about who the treasurer is now, since Gloria passed away, and about the PPG accounts and how much is in there. Rachael has spoken to Rebecca and who has since spoken to the bank. Su Ounsworth and Gloria are still on as treasurer's and we would need two PPG members to replace these, Rebecca suggested one to be the treasurer and the other to be the new Chairman. The bank is going to send an up-to-date statement to Orchard Medical Practice in due course, so as soon as this arrives, we will be able to let the group know.

The group and Dr Mills had a general discussion about GP to Hospital referrals and how these work the group were very impressed with the overall communication between the two.

It was asked in the last meeting if it would be possible for Orchard Pharmacy to have a stall at the open day with all the changes and things they can now deal with, members thought it may be a good way to inform patients of appropriate problems they can see a Pharmacy about. This was taken to the partners, and it was felt that it would be a conflict of interest and not fair to other pharmacies.

It was decided that the open day would take place on the Saturday 28th June 2025.

The group then discussed the possibility of doing some fund raising in the previous meeting to try and purchase equipment for the surgery.

Rachael said this is something we can re-visit when we are aware of funds and possible ideas of what we are aiming to buy, and that maybe at the next open day we try and do a raffle, but we would need all PPG members to be involved in organising this.

Rachael thanked everyone for attending.

Rachael asked John if he was available for Defib and CPR training update for all staff members on 26th November 2025 1pm-2pm – John said he was available for this.

Actions:

- Rachael to email PPG member the PPG updated policy – COMPLETED
- Rachael to take the bank statement to next PPG meeting when arrived.
- Rachael to add a PPG post box in the waiting room.
- Rachael to email organisations for the open day – COMPLETED

NEXT TIME & DATE OF MEETING – Wednesday 21st May 2025 11am – 12pm – Seminar room 2