

**ROSMELLYN SURGERY**  
**ST CLARE MEDICAL CENTRE, ST CLARE STREET, PENZANCE,**  
**CORNWALL, TR18 3DX**  
Tel: 01736 330909 Fax: 01736 361009

**Minutes of the meeting of the Rosmellyn Patient Participation Group**  
**Held at St Clare Medical Centre at 12:30 on 18<sup>th</sup> January 2024**

**Present:** Patti Evans (Secretary - PE)  
Lorna Nicholas (Practice Manager – LN)  
Laura Howells (Deputy Practice Manager - LH)  
Di Hillage (DH)  
Peter Levin (PL)  
Carol Scott (CS)  
Mary-Jane Willows (MJW – via Teams)

**1. APOLOGIES:** Liz Berryman

**2. APPOINTMENT OF TEMPORARY CHAIRMAN.**

Mary-Jane Willows agreed to stand in as temporary chairman until such time as more members can be recruited and a permanent chairman elected.

**3. MEMBERSHIP.**

It was agreed that a recruitment drive be held by means of asking around personal contacts and putting application forms on

- The website
- The newsletter
- The surgery Facebook page
- Flyers to hand out. DH to design the flyers.
- LH to ensure the PPG email address is on the website.

**4. COMMUNICATIONS:**

- 1. Newsletter** – Some printed copies to be available on Reception. Content to include:
  - Advertising new staff
  - Advertising ordering of repeat prescriptions
  - Targeting people who have not had their MMR
- 2. TV Screen** – Currently unserviceable.
- 3. Patient Leaflets** – These currently come from official sources such as Patient.co.uk. The surgery has no input. PE volunteered to send leaflet on diabetic diet that used to be on the noticeboard to Karen Thomas.
- 4. Website.** Currently being re-designed by 3<sup>rd</sup> party web-designers who will be doing all surgery websites.

At this point the computer running Teams crashed, ending the meeting. It was however agreed that a doctor attend the next meeting which will be arranged for six weeks' time.