

Culverhay Surgery Patient Participation Group

Minutes of the Annual General Meeting Tuesday 14th March 2016

Attendance from the practice:

Caroline Pearmain, Practice Manager; Kay Herniman, IT Manager.

Attendance from CSPPG:

Michael Sykes (MCS), Rosemary Studd (RS), Derek Higgs (DH), Helen Berwick (HB), June Kent, (JK) Gwen Bridges (GB), John Bridges (JB) **Graham Cook (GC), Robert Maxwell (RM)**

Apologies:

David Johnson (DJ) . Ann Slann (AS) & Peter Beresford (PB)

Michael Sykes (Chairman) opened the 2nd Annual General Meeting and welcomed everyone.

1. Review of Past Year

- a) Practice Manager CP reported that the online access drive that covers booking appointments, prescriptions and updating personal data. Increased from 5.1% of the practice population to 20% compared to this time last year. Stopping email communication was an incentive to go online for some. CP gave a big thank you to all those involved.
- b) Dr Susan Green retired and PPG arranged a leaving do, with nibbles and bubbly. Dr Green will continue to do locum session in the summer and September.
- c) Village Agent, **Christine Sweet**, set up a café for people with dementia in **Charfield** & Wotton. This is on the 2nd & 4th Tuesday of each month.
- d) Road safety issue about access to the surgery remains on going by both the practice and the PPG.
- e) The application to close the branches in Hawkesbury and **Wickwar** were supported by the PPG and this has gone ahead and the closure of these branches will be completed by March 31st 2016.
- f) CCG Seminar was held in November and attended by RS AS & JK. From PPG and a summary of the event is on file. Those who attended felt that it was very useful and motivating.
- g) CCG – PPG held a diabetic evening that went well and was well supported.

The outgoing Chairman MCS reviewed activities and achievements of the past year. He thanked CP for her very comprehensive update.

- a) He advised he will be updating the Who's Who Screen following the April Meeting and 3 new members need to be to be photographed.

Action MCS Before April Meeting, 6.30pm

- b) The Longfield event will be covered by GB later as an agenda item.
- c) MCS said that The Online Drive was great fun. It is good to see that some of those that took away forms have acted on them. Thank you to all officers and members involved.
- d) He reported that the membership was 37 in total. There was a response from 12 members . We have (10 active , 2 Virtual) 3 x resignations. No response from 22.

The Chairman stood down and handed over to CP.

2) Election of Officers

- a) Chairman Michael Sykes was Nominated and unanimously elected
- b) Vice Chairman Derek Higgs was Nominated and unanimously elected
- c) Hon. Secretary Gwen Bridges was nominated and unanimously elected
- d) Hon Treasurer David Johnson was nominated and unanimously elected (not present but apologies given and a willingness to continue).

MCS Chairman welcomed the new committee.

4) Adoption of Minutes of General Meeting held on 16th February 2016

- a) Agreed as correct.
- b) MCS introduced the Minute Book, which is also online, and the Minute Book is to come to each meeting.

Action GB Each Meeting

- c) MCS explained that CP and himself had been covering the secretarial role for the past 3 months or so.

5) Matters Arising:

- a) Update on Longfield Event GB

The poster for the Longfield Event had been distributed prior to the meeting and there were several suggestions/amendments that GB agreed to pass these onto Dean Cowley of Longfield to amend the poster. GB hoped to get the poster distributed as soon as possible. Potential sites for the posters were discussed. DH Advised that he would like to add a flyer to the Hawkesbury newsletter and GB agreed to arrange for A5 flyers when the

amendments were completed. JK asked if business card sized version of the posters could be made so that they could be handed out by members.

Amendments/suggestions

Make it clear that the venue was St Mary's Parish Room WUE.

A5 Flyers

Tickets to be collected at the Surgery

Action GB Within 14 days

MCS agreed to prepare the tickets for the event.

Action MCS Within 7 days

GB advised that she was aiming to get the poster out into various locations as soon as possible following the suggestions and amendments.

b) Update on Exit Safety MCS

MCS had not received replies from Town Council – He wrote to the Town Clerk and received a reply that there had been no response from the Highways Manager about the dropped kerb and crossing. The email stated that the Town Clerk had chased the Glos Highways Manager once on this and he is waiting for him to get back on rough costing for a dropped kerb crossing. (Addendum 1)

Over time there had been several thoughts on how to improve the situation, a bollard to prevent parking or a tub of flowers on the right hand side, adjacent to the Parish Room. MCS will continue to put pressure on the Town Council and Town Clerk. The PPG discussed the benefits of the crossing as the preferred option as the crossing would have chevrons to prevent parking. MCS stated that the letter made it seem as though the crossing was back in the frame but this will remain to be seen.

Action MCS Ongoing

6) Any other business.

a) CP updated the group on branch surgery closures. Application had been agreed with the CCG timescale of 31/3/16. All patients that have used the surgery in the last 6 months have been informed of the closure. There was an article in the Hawkesbury local paper about the closures. The surgery will quietly close on 1/4/16. There was also mention of the closure in the Gazette last week.

b) DH brought to the attention of the PPG An organisation called 38 degrees an organisation that seeks the views and opinions of people around issues that could affect public services for example organisations like the NHS. The 38 degrees poster was attached to

the **March** Agenda. CSPPG have been invited to join the local network. There is a membership fee **and** it is funded by donations. PPG were informed of how to get this up on Google if they are interested.

- b) MCS asked the PPG what we should do about former 22 members. There has been no response to 3 emails. PPG discussed how MCS might proceed to engage with these members and it was agreed that he would send another email together with the information about the Longfield Meeting asking people if they wanted to remain in the group. GB suggested that MCS could ask people if they wanted their email to remain on the system. The group discussed whether people could be virtual members **but the Terms of Reference included them.**

Action MCS Next 14 days

- c) RS advised that the next PPG Network was to be held at Churchdown Community Centre on 8th April, 8th July, 7th October. Would PPG members notify her if they wished to attend. JK advised that she would not be able to attend.

Action: Group members to let RS know if they wish to attend as soon as possible.

- d) CP advised the PPG that Dr Pritchard is retiring on 1st May. He will not be returning **from his sabbatical** in his current capacity **as a Partner.** He will be returning as a locum **for a short period.** CP expressed the sadness of a changing era but everyone wished Dr Pritchard all the best and considered if he would appreciate a leaving do – CP agreed to find out and report back on this. Dr Pritchard is expected to do some locum work in the summer.

Action: CP

7) Confirm the date of the next meeting:

19th April at 6.45pm

MCS thanked everyone for coming and hoped that we would have a productive year.