**Notes of PPG meeting 3pm Tuesday 21st January 2020**

1. Everyone welcomed to the first meeting of the New Year
2. **Present:** Alison Southgate, Margaret Easter, Sue Leslie, Terry Moore, Raj Samtani, Marian Luketa, Philip and June Milne.
3. **Apologies:** Dr Linn, Wendy Barron
4. **Minutes of Meeting:** 19th November 2019 were agreed and signed.
5. **Matters Arising**

**Air conditioning:** Discussion re various types available and what might be needed. Dunmow Town Council are having work done on Foakes House, Terry/Wendy to investigate their project. Alison to look into quotes. **TM/WB/AC**

**Doppler Machine:** Alison reported that discussions are ongoing including carrying out work on how many patients we have who may use it. We have a hand held machine but can only be used by trained personnel. Discussions will continue.

**Newsletter:** Everyone received this.

**Appointments system:** Marion described an appointments system she had heard of in Halstead where patients have to turn up and queue rather than phone. Alison said that because of more staff available we will not be changing our system at present.

1. **Treasurers Report** £2,975.73 (was £2,733.08)

(Income - Books £5.65, Donation £8.00, WI £38.00 & Raffle £191.00 )

1. **Surgery News/Comments Box:** Nothing in the comments box.

**Roof, Guttering, Trees:** work all completed

**Boiler:** They have had problems with this but now seems to be fine.

**Phones:** We now have Lesley working Monday and Tuesday on phones which makes 5 staff in reception. This is helping the phone system to be more efficient.

**Dr Horobin** is off sick at present, some of his shifts are being covered by in house locums.

**Dr Ratnabalan** is moving onto his next rotation of GP training but will still be here one day a week.

**Dr Mohanan** is increasing to 3 days per week.

**First Contact Practitioners (MSK):** service going well.

**Future:** Mental Health practitioners will be here supporting the practice more closely. No date for this as yet.

1. **Fund Raising. Air Conditioning for Waiting Room.**

£500 new homes bonus, awaiting date to receive this. A photo call will be required.

As discussed earlier we will need to get at least 2 quotes for the projects. **AC**

**Name the Toys.** June has 2 sets of Twin toys which will be used. Alison will produce lists of names 50 per pair, to be put on reception desk, £1.00 per go, from Friday 26th March to 9th April. Helen to be asked to gift wrap the toys. AC/HH

**Cake Stall - Wednesday 8th April.**

June to produce rota for PPG members to indicate times available and items that can be donated, made etc.

1. **AOB**

Terry asked if it might be possible to extend the railings up the footpath from the car park. AC/JM to get quotes.

Raj suggested we consider a **Sponsored Weight Loss.** Raj to produce a programme

 10 **Date of Next Meeting: 3rd March 2020**