**Notes of PPG meeting 3pm Tuesday 6th November 2018**

1. Everyone welcomed to the meeting.
2. **Present:** Alison Couldry, Wendy Barron, Margaret and Barry Easter, Susan Leslie, Terry Moore.
3. **Apologies:** Dr. Linn,
4. **Minutes of Meeting** 4th September 2018 were agreed and signed.
5. **Matters Arising**

**Toilet Refurb.** Dave hopes to commence the work early February 2019 which

is really good news. BE

**New members.**  Alison reported that she has received an email from a patient wishing to join us. DrLinn and Alison to discuss. Dr. Linn/AC **Speaker in Reception.** Dr Linn has suggested that the possibility of one above where the door was in waiting room, facing into the Reception area should be explored.

1. **Treasurers Report -** £1865.79 (was £1353.20 - Income Books £5.08

 Flu Clinics - Raffle £408.00, WI Refreshments £96.01)

1. **Surgery News/Comments Box**

There have been a number of staff shortages due to illness and holidays but hopefully they are all back now. Another Nurse Practitioner (Helen) plus a possible new Dispenser will be starting soon. The surgery is looking to recruit another Nurse to replace Jo who is leaving us.

**Comments Box.**

Nothing to report.

1. **Flu Clinics-** A massive Thank You was given to all members for their hard work during the 3 Clinics, which had gone extremely smoothly. Margaret Cole came back to help on one morning and thoroughly enjoyed herself.

**Our thoughts included -** A very large poster is needed to encourage patients to use both desks to book in. Sometimes there was a back log of people waiting for BP’s and they were reluctant to take seats in case they lost their turn.

**The number of patients** were reduced to 2 every 5minutes because of the new injections etc but as all staff coped well it was suggested that we revert to 3 next year.

**3 Year review.** Phil talked through a review for the last 3 years which shows that there was a fall in income this year which was probably due in part to the reduced numbers but also people generally have less money and some come to the clinic not expecting to need money.

**W.I.,** A Thank you letter has already been sent. However for all the reasons above

their takings and therefore their contribution to the Surgery was down.

None the less we are very grateful for their assistance.

**Raffle.** Again a slight reduction in sales was noted probably due to points already made. For next year we will probably try to have 2 smaller hampers and where possible the prizes will go on display at each session.

A suggestion that we have a child centred competition with suitable prizes to coincide with the children Flu Sessions. PPG Members were all in favour of this and will happily attend some sessions. ME offered to organise. JM has a suitable prize.

1. **Fund Raising.** Now that we have a tentative start date for the refurbishment we will be able to look at possible grants. June will need copies of estimates.

It was also agreed to try and have some quiz sheets for patients to buy at £1 each with 2/3 prizes as incentives. June and Phil will produce this for early in the New Year.

1. **AOB. Newsletter –** it was agreed that June and Alison will work on this for early in December which will include Christmas opening times.

A discussion was had regarding keys.

June had some Anglia Ruskin University Medical School information leaflets for the

Surgery to display. We will be welcoming some 1st Yr students to the practise soon.

1. **Date of Next Meeting: Tuesday 29th January 2019**  3pm