**Notes of PPG meeting 3.30pm Tuesday 15th July 2014**

1. Welcome – Everyone welcomed especially Val Ward to her first meeting
2. Present: Alison, Dr Linn, Margaret C, Margaret & Barrie, Phil and June,
3. Apologies : Wendy (David at hospital), Susan & Sara
4. Minutes of Meeting 27th May 2014 were agreed and signed
5. Matters arising –

Scooter Park – Planning permission has been granted. Phil to pay Derek Tuttlebury for Plans etc.. Work will hopefully start in 2015.

Doors – All surveys now complete

 – New costings as result of extra work required are £4400 for Inner Doors and £4600 for Outer Doors = £9000 + VAT. . In order to reclaim VAT the bill will have to be paid by the Surgery who will be reimbursed by Friends of Angel Lane Surgery. NHS England grant will be 66% of original estimate of £7800 – June to clarify. Needs paperwork.

A servicing/maintenance contract will cost £430 per year

David Walsh will be required to do some work beforehand so a small cost will be expected.

Work should commence mid/end August at a weekend – Members may be needed to be present.

More door work will hopefully take place in future

 – Door from Reception to waiting Room to be removed and

 – Electronic door from Waiting room to Corridor – cost £2250

Flu Clinics – Dates agreed are 27th September, 4th October & 8th November

 - Alison to get staff availability.

 – June to sort out a rota for PPG and contact WI to do teas.

 – Raffle – All members to find prizes of value for the event which will run over the 3 sessions and be drawn on 8th November.

5. Treasurers Report –

Balance is £2306.06. Donations received:- Cheques £700.00,cash £40, and income from Collecting boxes £59.15. Sale of Books £13.00

6. Surgery News –

2 new receptionists have been appointed, both named Jane, therefore there will not be an apprentice.

Both Dr Bata and Dr Rodriguez will be with us for 12 months from August

Future – A Travel Vaccination Clinic for “anybody” is being planned.

7. Fund Raising/Grants –

Music Quiz – 4th October at URC Hall.

 – Wendy liaising with Doug and she will help mark with one other. – we will say Thank you to Doug with some wine.

 – It was unanimously agreed to provide nibbles at the beginning. And a platter supper at the interval. – Ladies to agree and prepare.

 – Price – £8 per person – 10 tables of 8.

 – Bring your own drink.

 – Prizes – 8 bottles of wine for winning team and 8 Fun prizes for losers

 – Raffle – A small raffle will be provided – Prizes needed – 5 different coloured tickets at £1 a strip.

Clothes Bin – Susan passed on details to Alison but unfortunately the company were not very helpful and kept presenting difficulties. Alison will email Susan and ask if she has any other contacts otherwise we may abandon the idea.

Car Boot Sale and Coffee morning will be considered in 2015

.Action

PM

AC/JM

AC

BE

ALL

AC

JM

ALL

WB

ALL

ALL

8. A.O.B. –

A summit is taking place tonight at J.T.H. arranged by CCG – Peter & Alison attending.

A CCG Stakeholder Meeting is to take place with UDC Planning dept

CCG AGM will be on 25th September Time and place to be confirmed

Phil has been invited to attend a CCG committee which Dr Henderson attends

Mari Hinton is still anxious for referrals – Doctors to be reminded.

June passed on info leaflets on Uttlesford Health Forum which she attended and Health Records – Alison to return when finished.

WI Market Leaflets to be put in waiting room.

Date of next meeting – Tuesday 9th September at 3.30pm.. (Apologies to members who find Tuesdays difficult but the majority of members can make this day and time).

 Signed Dated.

Action

PL/AC

AC

PM

PL/AC

AC

JM