**Notes of PPG meeting 3.30pm Tuesday 9th September 2014**

1. Everyone welcomed
2. Present, Alison, Margaret C, Margaret and Barrie, Phil and June, Wendy, Val.
3. Apologies. Dr Linn, Susan, Sara
4. Minutes of Meeting 15th July 2014 were agreed and signed
5. Matters arising –

Doors, Really good, appreciated by everyone. Motorised buggies or people standing talking

 can be a problem. Need to build Buggie shelter ASAP
Invoice - Alison to contact re VAT as they should be Vat Zero Rated.

JM will contact NHS re grant and ask for 66% of £9000 which is new total

A picture will be sent to Broadcast which can also advertise Flu Clinics and Quiz.

Flu Clinics, An advert should be in Broadcast for 2 weeks

Posters and A5 flyers will be produced by surgery, PPG to help distribute.
Rotas all sorted

WI will do refreshments. It was felt they should be asked to do a small amount of cakes.

A few prizes are still needed for Raffle, tickets £1 a strip but separated
PPG badges have arrived. T shirts etc. Debbie to be asked to sort out.

Forum CCG +. John Tasker House. Took place 16th July. A number of options for Doctors

services were discussed. Another meeting without CCG is planned
June reported that Uttlesford Heath Forum reported that the new CCG strategy for
Primary Care Services should be available Dec 2014

CCG, AGM – 25th September 2pm at Harlow Leisure Centre, JM and ME will attend

CCG Stakeholders Meeting. A meeting with UDC Planning Officer is planned but no details.

Carers.- Alison to remind Drs to make referrals.

1. Treasurers Report –

Balance is £2040.00. – Paid out £358 for Scooter Park plans etc. Received

 Collecting boxes £60.91. Sale of Books £31.03.

Chart in surgery re Doors to be updated.

1. Surgery News.

2 new receptionists have settled well. Jane in dispensary starting NVQ
Travel vaccination clinic about to start. PPG to help with leaflet drop.

Autumn Newsletter to be ready for October

1. Fund Raising –

Music Quiz going well, jobs and food agreed. AC to get wine.

Wendy to Confirm details with Doug.

1. A.O.B. –

Uttlesford Health Forum, June reported Patient Passport Project was discussed. Are Drs aware?

Community & Vol. Services within practises,- an email was forwarded to Alison by Phil

Neighbourhood Plan Open Day Saturday 13th September at Foakes Hall 10am to 2pm.

1. Date of next Meeting 11th November 3.30pm

Signed. Dated

.**Action**

AC

JM

JM

ALL

JM

AC

JM/ME

AC

PM/JM

ALL

AC

WB

AC

ALL