

Woodingdean Medical Centre PPG meeting minutes

8th April 2015 @ 6.00pm – 7.30pm

Attendees – Mrs S Carnochan, Mrs S Wells, Sam Forder, Mary Wheeler (Treasurer), Mike Randall (Chair), Caroline Scannell (PM the Ridgway Surgery), Bridget Dabeau, Wendy Palmer (Reception Manager), Tracey Martin (Reception Supervisor), Jane Collins (PM) , Irene Long, David Leonard and Ron Sharratt.

Apolgies – Denise, Kerri and Kayleigh Bartup and Liz Stead

Content

- **Welcome and intro from Mike and round the table for introduction**
- **Minutes from last meeting verified**
- **Items relating to wider PPG community discussed** – next network meeting 21/4/15 discussion topic what the CCG will be proposing re-commissioning and also looking at patient leads
- **CCG Small Grants Scheme update and sub-committee members confirmed** – all members at the meeting with the exception of David Leonard and Bridget Dabeau are happy to be on the sub-committee and a tentative time frame was decided upon – Nov being the favoured month. The first sub-committee meeting was decided on the 17/6/15 @ 6pm before the next PPG meeting to start a bit later @ 6.30pm. Java café was favoured for the food and other discussed areas were transport and where to hold the event. The community centre was the favoured venue although it is undergoing a refurbishment but Mary stated she would get an updated calendar of dates available by the 17/6/15. Denise also asked that a decision needed to be made with regards to WCA and the evaluation feedback for the screen and pod. Jane stated she would be happy to host a visit and promote the purchases at the May Fair.
- **May Fair** – Jane, Mary and Mike all stated they would man the stall and some other members mentioned they could spare some time on the day. It was suggested to promote the self-care week at the practice which is 13-14 May 2015 see minutes below for more info
- **News from Practices** - No news from the Ridgway – next meeting April 2015, Woodingdean Medical Centre – Surgery Pod now ready and working, Jane shared information about Self-Care and the chosen week to promote the pod and self-care is the 13 and 14th May from 10.30 to 12.30 pm. Jane, Wendy Mike and Liz are happy to promote on those mornings. Lesley Easey (surgery volunteer for the project) is also happy to help promote on those days.
- **Treasurers report** – statement produced by Mary and balance is £840.22
- **Extended hours review** – due to bank hol the extended hours day has changed to a Thurs therefore staff will look at the outcome of this change and review.
- **Items for newsletter** – Birthday celebrations and some items to share in the newsletter with regards to how we have now changed since moving to new premises.

- **Picasso** – 25/4/15 Mary shared when and where and asked for any volunteers with the Prostate Cancer Awareness event.
Close of meeting @ 7.30 pm

Date of next meeting – 17/6/2015