

## Waterfield House Surgery -Patients Participation Group (PPG) Quarterly Meeting Minutes

*29 May 2019*

**Attendees**

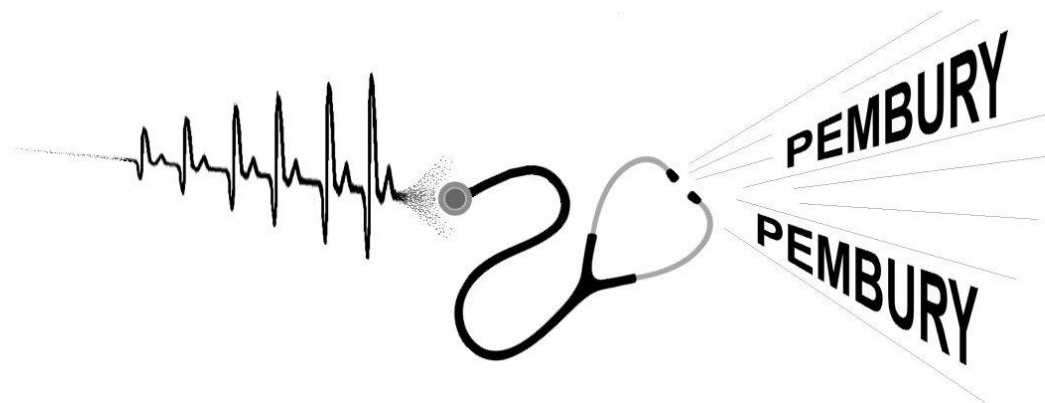
**Waterfield House Surgery -Patients Participation Group Members:**

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| Trudy Donachie (Chair Waterfield House PPG)                  | Anne Nicholls (Secretary Waterfield House PPG) |
| Peter Gonsalves (Practice Manager, Waterfield House Surgery) | <i>Patricia Davis</i>                          |
| Alan Braham  | Tony Nicholls                                  |

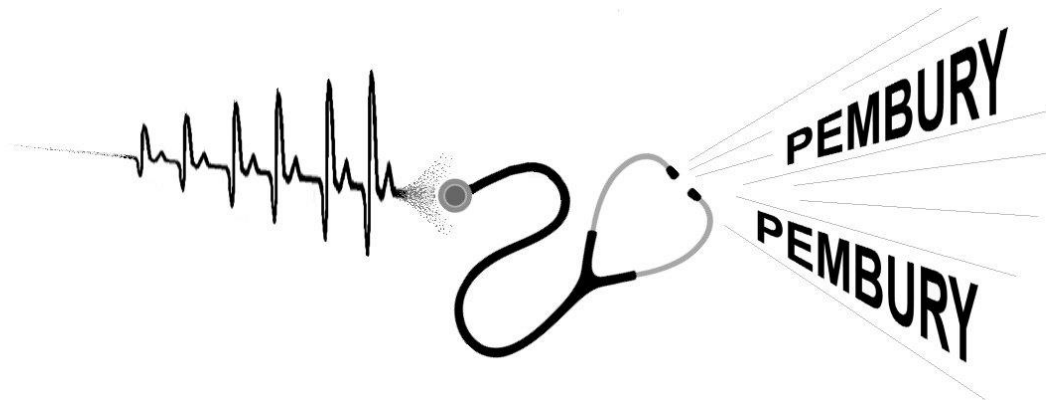
*Apologies for absence received from Jane Crowhurst, Andy Sadler, David Coleman, Gillian Cole, Melvyn Cole, Sheila Miller*

*No apologies for absence received from other PPG members.*

Agenda Item	Minutes and Actions
<b>Feedback from AGM</b>	<ul style="list-style-type: none"> <li>There was much appreciation for the presentation from Chloe regarding the services provided by the Pembury Pharmacy.</li> <li>The attendance was good for a small village, but we are still attracting those within the higher age range rather than the younger adults in the village. It would be useful to establish how the new attendees found out about the PPG AGM. <b>ACTION</b> – <i>Please may I ask all those who attended the AGM as your first introduction to the PPG provide feedback to <a href="mailto:anne.tony.nicholls@gmail.com">anne.tony.nicholls@gmail.com</a> regarding how you found out about the PPG.</i></li> <li>With regards to future events or next years AGM could we get someone like a paramedic / ambulance driver to present to the meeting, or perhaps a talk on a particular topic e.g. diet and exercise, meditation etc. <b>ACTION</b> – <i>Peter Gonsalves to look into the possibility of resourcing this activity.</i></li> <li>Peter Gonsalves thanked Anne Nicholls for producing the detailed and accurate minutes.</li> </ul>
<b>Election of Officers</b>	<ul style="list-style-type: none"> <li>Trudy Donachie – confirmed that she was happy to stand as Chair for Waterfield House PPG and all meeting attendees confirmed their acceptance.</li> <li>Anne Nicholls – confirmed that she was happy to stand as Secretary for Waterfield House PPG and all meeting attendees confirmed their acceptance.</li> </ul>
<b>Surgery Update</b>	<ul style="list-style-type: none"> <li>Nicky, the practice nurse left last week, and the surgery are in the process of recruiting a replacement.</li> <li>Peter acknowledged that pressures in General Practice may be contributing to fewer applicants for roles within the surgery this includes nursing staff.</li> <li>Not much else to report as it was only 3 weeks ago at the AGM that PPG were updated of surgery activities.</li> </ul>



Agenda Item	Minutes and <i>Actions</i>
<b>Plans for the Year</b>	<ul style="list-style-type: none"> <li>● Alan brought a copy of a Hawkhurst Surgery PPG newsletter that he had picked up when attending clinic at the surgery – is this a possibility for Pembury PPG? Trudy confirmed that there used to be a Pembury PPG newsletter, but it fell by the wayside. If it were to be re-introduced there are many factors that need to be addressed: <ul style="list-style-type: none"> <li>○ Who would contribute?</li> <li>○ Who would take ownership and get it published?</li> <li>○ How frequently would this be published?</li> <li>○ What could and couldn't be included in the newsletter (the one from Hawkhurst also contained a lot of information on the Surgery in general and not specifically on the PPG)?</li> <li>○ How would the newsletter be distributed?</li> </ul> <p>Bearing these points in mind it was thought that this was not an option at the present time.</p> </li> <li>● The Pembury Village News (PVN) was suggested as a suitable publication for advertising the PPG. Trudy confirmed that we have not had an article in the PVN for a significant amount of time. It was agreed that an article (rather than an advert which we would have to fund) would be put together for the Autumn edition of the PVN which should be published before the Oct/Nov PPG meeting. <p><b>ACTION</b> - <i>Trudy to put together an article for the PVN regarding the PPG and what we do.</i></p> <p><b>ACTION</b> - <i>Tony Nicholls, will edit the document as he has previous experience in getting articles published in the PVN.</i></p> </li> <li>● Discussions on how the PPG alongside the surgery, could promote health amongst the villagers e.g. by linking with other events that occur in the village such as walking groups, U3A, exercise classes. A suggestion put forward was the possibility of setting up a PPG walking group. <p>Richard Snow runs a diary of published events which we may be able to tap into.</p> <p><b>ACTION</b> – <i>Tony agreed to approach Richard to see if there is anything available that we can use.</i></p> </li> <li>● Alan suggested that a surgery “Open Evening” may be of interest to villagers and it was agreed as a suitable way to enhance the visibility of the PPG. The suggested topic of “A Day in the Life of a GP” was agreed as a suitable and interesting theme for a presentation in 30 Oct (the article in PVN could therefore highlight this “Open Evening” and hopefully draw in extra interest). <p><b>ACTION</b> – <i>Peter to approach the GPs to get their buy-in and determine who would volunteer to do the presentation.</i></p> </li> <li>● It was agreed that a suitable and effective way to promote the PPG and hopefully get new members, would be if we could be at the surgery when the flu clinics were running, and hand out fliers which could then include the 30 Oct Surgery Open Evening. It was acknowledged that this would still only include patients in the higher age range. <p><b>ACTION</b> - <i>Peter to provide the dates when the flu clinics are planned.</i></p> </li> </ul>



<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>• National PPG Week 10 to 15 June 2019</li> </ul>
<b>Next, and Subsequent Meeting</b>	<ul style="list-style-type: none"> <li>• NEXT MEETING 11 Sep 2019</li> <li>• OPEN EVENING "A Day in the Life" 30 Oct 2019</li> <li>• SUBSEQUENT MEETINGS 15 Jan 2020 11 Mar 2020</li> <li>• 2020 AGM 13 May 2020</li> </ul>