

GREAT HARWOOD MEDICAL GROUP

PATIENT PARTICIPATION GROUP AGM

Date & Time: Tuesday 25th February 2020 at 1.00pm

Venue: Library / Resource Room
Great Harwood Health Centre

Members Present: Sarah Lord, Margaret Duckworth, Christine Jackson, Pauline Quinn, David Cockett, Colin Cooper, Julia Ashworth, Carol O'Brien

Item	Minute	Action
1.	<p>Apologies: Kevin Dean, Gerald Rowstron, Beryl Timins, Alan Wilkinson, Alison Middleton</p> <p>Acceptance of the 2019 AGM Minutes; Proposed – Margaret Duckworth Second - Christine Jackson</p> <p>As there has not been any recommendations to change the Terms of Reference these shall remain unaltered.</p>	
2.	<p>Organisation of the Group (elections)- Terms of Reference 4.1 – 4.2</p> <p>Membership of the Group – Terms of Reference 3</p> <p>The Election of Officers</p> <p>CHAIR PERSON – Pauline Quinn Proposed – David Cockett Second – Julia Ashworth</p> <p>VICE CHAIR PERSON – Sarah Lord Proposed – Carol O'Brien Second – Julia Ashworth</p> <p>SECRETARY – Carol O'Brien Proposed – Pauline Quinn Second – Sarah Lord</p> <p>TREASURER – David Cockett Proposed - Carol O'Brien Second – Julia Ashworth</p>	

3.	<p>Secretary's Yearly Report 2019/2020</p> <p>Prior to the meeting the Secretaries report was sent to all members.</p> <p>Questions</p> <p>It was decided that when delegates attend our 'Coffee Mornings' there shall be one representative from each organisation. They will be encouraged to go and talk to Patients rather than them waiting for the attendees to approach the representatives.</p> <p>Proposed – Christine Jackson Second – Margaret Duckworth</p>	
4.	<p>Treasurers Report - Copies of our balance sheet was circulated.</p> <p>Our starting balance was £61.90</p> <p>Due to our money raising in 2019 we now have a closing balance of £207.90</p> <p>Proposed – Sarah Lord Second –Colin Cooper</p>	
5.	<p>Aims of the Group & Activities – Terms of Reference 2.1 – 2.2 – Terms of Reference 5.1 – 5.8</p> <p><u>Question for The Partners posed prior to the meeting for their discussion:</u></p> <p>a. During 2019 Dr Tyagi wished us to consider how we could engage with the public and our structure going forward through 2020. Our ideas;</p> <p>New –</p> <ul style="list-style-type: none"> ● To produce Information/activity folders in Reception which Patients can pick up and read whilst waiting for their appointments as it was posed that not all Patients read 'notice boards'. ● We shall apply for funding so hopefully our 'Community Activity Booklet' can be made more available within the community with a professional finish. <p>This is already underway and a proposal was submitted to; 'Tesco Bags of Help' on 31st January 2020 and 'The Duchy of Lancashire' fund on 14th February 2020.</p> <ul style="list-style-type: none"> ● The group will also look at the possibility of holding some event in Tesco's or the Library. <p>We shall continue with -</p>	Pauline/ Carol

	<ul style="list-style-type: none"> ● Coffee morning/s ● Activity board ● Fund Raising in November if necessary. <p>It was felt that there are barriers which can make it very difficult to engage with people who are lonely and isolated. Therefore it was agreed that we would Invite Paul Gott (Care Navigator) to attend a future meeting in order that we may gather further insight into the issue.</p> <p>b. Following the September meeting a copy of a 'Loneliness Survey' was passed to Dr. Ireland so that this could be discussed by the Partners. However they indicated this would not glean any additional information than was already known.</p> <p>c. A discussion with Dr. Tyagi (November meeting) regarding the 'Flu Clinics' alarmed him that Patients were cueing down the stairs and we also had many complaints. We therefore offered some suggestions so the Partners could discuss the issue.</p> <p>Future Flu Clinics in 2020</p> <ul style="list-style-type: none"> ● To again make it plain that anyone who lives in Rishton can go to the Rishton 'Flu Clinics'. ● 2 Practitioners on at the larger sessions. ● Raffle tickets would be given (by PPG members) when Patients come into Reception. Then called (by PPG member) in multiples of 10 to line up in corridor. Sarah will also be in attendance to answer queries. <p>We shall also;</p> <ul style="list-style-type: none"> ● Produce 4 Newsletters ● Help with Flu Clinics ● Attend: The Patient Partner Board & Hyndburn PPG throughout the year. ● To use our new Facebook page to attract interest from new members. However, due to some inappropriate comments that can occur it was decided that the 	Carol
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	<p>'comments' button shall be switched off. The Practice email shall be published for anyone interested in finding out more about our group.</p>	
5.	<p>Meetings of the Group - - Terms of Reference 5.1 – 5.4</p> <p>Everyone was happy with;</p> <ul style="list-style-type: none"> ● 4 meetings per year ● To be held on a Tuesday at 1.30pm unless advertised differently ● To try as much as possible to represent a cross section of our community. This would also include Facebook for 2020. 	
6.	<p>Any Other Business</p> <p>There being no other business the AGM was closed.</p>	