**Huntingdon Road Surgery Patient Group Committee Meeting Action Notes**

**Wednesday 10th July 2019**

Present: Jennifer Deegan, Jean Harding [chair], Mike Hewins, Yvonne Higgons, Robert Sanders, Neil Patterson

Apologies; David Faulkner,

NOTE Jenifer Deegan was welcomed after being co-opted to the committee earlier by email.

2. Minutes of last meeting 10th April. Agreed

3. **Questionnaire**. Out at the end of June. Some returned after a week & a half. Analysis later

**Website.**  A review is underway and JD noted some improvements for smartphones were apparent. **ACTION JD to email further comments to NP**

 **ACTION All to look at website and send comments to JD or NP**

 **ACTION NP to check if 2019 newsletter is referenced (?)**

4. **Flow chart.** National promotions updated by Sarah-Jane. Committee agreed to hold further work on it because of lack of secretarial resource. Intended to be a tool for planning development NP said. **ACTION – on hold by committee**

5 .**Review of**  **Open Meeting 3rd July**  [Lisa spoke about Dementia Friends]. General discussion about what is needed in today’s world to inform and attract people to open meetings. 7 people present apart from committee members. Girton newsletter had not gone out before the meeting. Are they still wanted? Very useful for personal contact and probably better to keep refreshments. May be two a year? No conclusions agreed.

 **ACTION – none**

7. **July Newsletter;** reported as not issued. **ACTION NP to determine why**

8. **PPG** **Emailable list of members**. Sarah-Jane has a list but Practice concerns around liability under GDPR continue if PPG owns and uses list.

 **ACTION JD to contact NAPP & discuss with NP**

9.**A.O.B**

9.1 JD is now membership secretary. Note this post has no job spec as yet.

9.2 A joint goodbye and thanks to David and Jackie is suggested; a pub meal between 8th & 15th August for committee attendees only.

 **ACTION MH to email David and Jackie for their view**

9.3 JH announced she would not be standing for re-election as chair in September. Discussion about the role, purpose and supportability of a further reduced [three leavers] PPGs but no conclusions reached.

**Next meetings; committee** meeting Wednesday Wed 14th August.

**AGM** 10th September 2019; planning needed