**Huntingdon Road Patient Group Committee Meeting Minutes**

**Wednesday 10th April 2019**

Present: Mike Hewins (chair), David Faukner, Jean Harding, Yvonne Higgons, Robert Sanders, Neil Paterson

Apologies: Sarah-Jane Jarrold, Jackie Grimshaw

2. Minutes of last meeting. Agreed.

3. **Review of Open Meeting 3rd April.** 23 people attended including some young. The topic is the key. How did they know about the meeting? In future attendees should be asked to sign in giving name, email address, contact number, and agreement to be contacted. One member of the committee – who to be decided just before an open meeting - could take responsibility for overseeing this and meeting new faces.

The social media preferred by the young is changing fast. We should not try to use it.

Consider finding out if people need lifts in order to come to Open Meetings.

4. **Progress report on Questionnaire** NP reported for SJJ: Monday 15th April questions to be distributed by email where possible, and paper copies available in the surgery for 3-4 weeks. Ballot type box will be provided for returns.

 5. **NAPP e-bulletins**. Robert has offered to take over the receipt of these from Jackie. **ACTION**: MH to talk to Jackie.

Patients Association - Weekly News. Notice of this publication and of Healthwatch, and any important comment in either seen by a committee member, could be sent to patients receiving NAPP bulletins. **ACTION**: RS

6**. A Flow chart** for who does what in communication with PG members would clarify the present position, and could be compared with the matrix of annual activity that SJJ plans to produce. The surgery does need to agree PG communications and plans and can operate in support, e.g. with printing, but do not wish to drive what the PG committee is doing. **ACTION:** DF

7. **A thank you** to Jackie Grimshaw from the practice is now appropriate for 8 years of hard work as secretary. **ACTION**: NP

She has sent a list of her jobs**. ACTION:** JH to find and circulate this to the committee.

We would be delighted if she would like to remain on the committee, attending when she can. **ACTION:** MH to establish.

8. **Jennifer Deegan** to be invited to attend a committee meeting, and to be sent these minutes. Then to have a talk about her wishes before meeting the committee. **ACTION**: MH

9**. A.O.B**. **Richard Catchpole’s suggestions**: i) A newsletter item about the results of the questionnaire.

ii) An item in each newsletter about what the PG has been doing since the last newsletter.

iii) Re paper notices: These are a CQC requirement and cannot be dispensed with.

iv) His comments no 4 about the screen, and No 6 about decluttering the repeat prescription process, cannot be actioned. **ACTION**: YH to consider i) and ii) ALL: Discussion to be continued/completed at the next meeting

Next committee meeting; 8th May