

**The Beeches Medical Practice**  
**Patient Participation Group meeting**  
**Tuesday 4<sup>th</sup> December 2018, 5:30pm**  
**at Bayston Hill**

**Minutes**

**1 Present:** Terry Seston (Chairman), Gill Berry (Minutes Secretary), Valerie Collard, Nikki Fox, Tony Fox, Maggie Hitchings, Gill Jones, Teresa Lewis, Karen Moseley, Dolores Vaughan.

**Apologies:** Anne Chalkley, Rob Gough, Edward Marvin, Kim Richards.

**2 Agenda and AOB**

**a Agenda:** The only item on the agenda is the Health Event.

**b AOB:** See item 6.

**3 Minutes 19<sup>th</sup> November 2018:** Accepted with the amendment that Jean Cruickshank has not formally resigned, and she would still like to receive the minutes of PPG meetings.

**4 Actions**

**a Item 9a Hand sanitiser in the waiting room:** KM reported that this is now working.

**b** In KR's absence other items for action were deferred until a future meeting.

**5 Health Event**

- **Date:** TS confirmed the date of the event as Wednesday 20<sup>th</sup> March 2019.

- **Venue:** TS has booked Christ Church hall.

- **Timing:** 7pm-9pm (doors open 6:30pm for refreshments and setting up).

Each speaker will have a 20-minute slot, with time for questions afterwards. There will be a break for refreshments halfway through, with time to look at the other stalls.

- **Car parking:** available at the church.

- **Speakers:** Mr Lacy-Colson has confirmed that he is available on 20<sup>th</sup> March. Speakers from the practice are yet to be confirmed. Timings will be adjusted according to the doctors involved and the topics they speak on.

**Action: TL to contact Christina Morgan; KM to contact Ruth Morriss.**

- **Publicity:**

- **The Villager:** TS will send an announcement for the February issue, with more detailed information and a poster to go into the March issue.

**Action: TS.**

- **Poster/graphics:** It was felt that too few posters and too many leaflets had been printed for the last event. The fact that the event is free should be emphasised. One of Dan Berry's students may be able to produce a poster; she will need as much detailed information as possible. If she cannot do the poster, KR has offered to do this. TS suggested that it should be

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emphasised that the event is open to everyone, not just to The Beeches' patients.

- **Distribution:** Posters to be displayed in the churches at Bayston Hill, Dorrington, Condover and Ryton. KM will contact Care Coordinators across the county. TS will send the poster to *The Villager* and liaise with local schools.
- **Websites:** The Beeches (**Action: KR**), Parish Council website (**Action: TL**), Healthy Shropshire website as a newsflash (**Action: GJ**).
- It was suggested that the **screen in the surgery waiting area** might be able to show a display regarding the event. KM reported that the practice may not be able to update this themselves; however, she will look into this.

**Action: KM.**

- It may be possible to print information regarding the event at the side of prescription forms.

**Action: KM.**

- **Radio Shropshire**

**Action: TS to speak to Radio Shropshire; GB to speak to her son.**

- **Bannatyne's Health Club**

**Action: MH to place a poster and flyers.**

- **Badges** are available for PPG members to wear.

- **Stallholders:** Walking football, Elevate, The Alzheimer's Society, Healthwatch Shropshire (01743 237 884); Help2Change (GJ – heart health); Hearing Loss Support; Suzy Hancock (diabetes management); Prostate Cancer UK; Clinical Research Network? Fertility Unit (via GMR)? KM to approach MIND. A maximum of eight tables to be available, four on each side of the hall.
- **Refreshments (NF/TF):** to be offered half an hour before the event as well as after JL-C's talk. TS to provide the refreshments (free, but with a donations pot).
- **Feedback forms/pencils:** to be put on participants' chairs beforehand.
- **TS** to send letters of thanks to the speakers afterwards.
- **Sound system:** GG to provide?
- Speakers to use the **microphone** where possible (no loop system is available).
- The **PPG** to be profiled on the posters and at the event, giving contact details.

### 6 AOB:

- a **Blood pressure machine:** Currently there is no sign on the machine. KM reported that there had been, although it is not there now. It was suggested that information about the machine should go into *The Villager*, to be worded that this service is only available to The Beeches' patients.

**Action: (KM)**

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- b** The signing-in screen on arrival always shows 'On time' even when GPs are running twenty minutes later than scheduled.

**Action: KM to check this.**

- c** RG asked whether PPG members have phoned the new out-of-hours service (111), as he has heard that there have been some complaints in Shropshire.

**Action: KM find out from the GPs whether they know of problems with the service.**

- d Shropshire Patient Groups:** RG intends to continue attending the SPG meetings and will liaise with either TS or KR. Further discussion on this was deferred until the next PPG meeting in January and the election of officers.

**Action: TS to speak to KR.**

- e Finance:** NF reported that she had been given £48.53 from the proceeds of selling second-hand books, giving a current balance of £654.85.

### **7 Date of next meeting:**

The meeting ended at 7:00pm.

The next meeting will be held on:

**Tuesday 8<sup>th</sup> January 2019**  
at **Bayston Hill**, starting at **5:00pm**.