

The Beeches Medical Practice
Patient Participation Group meeting
Monday 26th February 2018, 5:00pm
at Bayston Hill

Minutes

1 **Present:** Terry Seston (Chair), Gill Berry, Nikki Fox, Tony Fox, Geoff Garrett, Maggie Hitchings, Gill Jones, Teresa Lewis, Edward Marvin, James Moraghan, Karen Moseley, Kim Richards.

Apologies: Valerie Collard, Jean Cruickshank, Rob Gough, Dolores Vaughan.

2 **Agenda, AOB and meeting timing**

a **Agenda:** This had been distributed prior to the meeting.

b **AOB:** See item 7.

3 **Women's Health Event – action checklist**

Despite the forecast of severe weather later in the week, with ice and snow, it was decided to go ahead with the event.

- **Start time:** TS will have a key and will be at the church hall from 15:30, for a 18:00 set-up.
- **The PA system** will be set up from 16:00.
- **Heating:** TS to ensure that the heating will be on.
- **Parking:** There is ample car parking.
- **Speakers:** Dr Middleton, Dr Walsh, Mr Jon Lacy-Colson, Ruth Morriss (fitness instructor). The speakers are aware of timings for the sessions, with a break halfway to browse among the stalls. It is hoped that RG will be there to welcome visiting speakers, but if he is not available TS will act as host.
 - **Timing of programme:**

19:00	Introduction (RG/TS)
19:20	Mr Jon Lacy-Colson
19:40	Dr Mel Walsh
20:00	Break for refreshments and browsing the stalls
20:20	Dr Jenna Middleton
20:40	Ruth Morriss
21:00	End

(Each speaker's slot to include questions)
- **Poster:** There will be a poster advertising the event on the main door of the church.
- **Welcome:** One of the PPG members will welcome visitors at the door.
- **Badges:** KR has some badges and TS will bring the others.
- **Arrival:** There will be music playing on arrival and the PA system will be set up in the afternoon.
- **Publicity:** TL to contact Radio Shropshire and Shropshire Star tomorrow.

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- **Distribution of posters:** posters have been distributed.
- **Radio Shropshire:** TL to arrange an interview if possible.
- **Newspapers:** TL has contacted the Shropshire Star and Chronicle; however, to date there has been no response.
- **Stallholders:** The Green Oak Foundation counselling organisation, MIND, Help2Change, Shropshire Support Group for ME (KM also to contact Lin Foley of Crane Quality Counselling).
- **Refreshments:**
 - DV to provide biscuits/cakes.
 - TS has already arranged tea and coffee.
 - NF/TF to provide sugar, sweeteners and twelve pints of milk.
 - KR to make an A5 sign for donations, with proceeds going towards a blood pressure machine (KR mentioned that the price of the machines has reduced recently).
 - A church member is coming to help serve refreshments.
 - Refreshments will be served on arrival and during the break.
- **Follow-up:** TS to write letters of thanks afterwards to the speakers.
- **Feedback:** KR has prepared feedback forms and will bring these and pencils.
- KM has emailed 48 other **Care Coordinators** giving news of the event.
- **PPG:** There will be a table with leaflets giving details of the PPG, together with the blood pressure machine 'thermometer.'
- **A leaflet** will also be available giving details of the practice.
- **Tidying:** After the event, PPG members will be available to tidy up the hall.

7 **AOB:**

KR had had notice of a wider PPG event to network with other patient participation groups, with a presentation and discussion of the national extended access scheme; GB had distributed details prior to this meeting. The event will be held at Shrewsbury Town Football Club on Thursday March 1st at 5:30pm.

8 **Date of next meeting:**

The meeting ended at 6:00pm.

The next meeting will be held on:

Monday 9 April 2018 at Bayston Hill

with a start time of **5:00pm.**

(Please note that this is a change from the previously advertised date of 16 April)