**DRAFT** Minutes of Scorton Medical Centre

Patient Participation Group Meeting

Abbey Care, Scorton

Monday 7th November, 2016.

**Present:** Patients – M Pettit, M Steckles, Ana Van Niekerk.

Staff Caroline Harker, Dr Judith Dootson

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| **AGENDA ITEMS** | **ACTION** |
| **WELCOME**  MS welcomed everyone, H&S covered, and thanked Abbey Care for hosting the PPG and providing tea, coffee & biscuits. |  |
| **APOLOGIES**  Apologies had been received from J.Branch, Debra Gorman, Rachel Stowe, Steve Wardell. |  |
| **MINUTES FROM THE LAST MEETING 18th October, 2016**  MS passed copies of the last meeting around – it was agreed they are a true representation of the meeting. |  |
| **NEWS FROM THE PRACTICE:**  It was agreed that the date for the Xmas lunchtime event for patients at the Medical Centre is Wednesday 14th December, with mince pies, savoury nibbles, fruit juices and mulled wine and some background music. Caroline confirmed she has asked a supplier to sponsor the occasion and will now confirm the date & time to them.  The practice agreed to the PPG request to have a permanent table in the waiting room for PPG information.  The practice agreed to right a response for inclusion in the final PPG questionnaire report. | Notice to be placed on the PPG table inviting patients to attend the Christmas event.  Response from the surgery to the patient questionnaire to be forwarded for inclusion in the final report. |
| **Members**:  It was agreed that Melva Steckles remain in the position of chair.  Discussions took place about speakers in 2017 to include the Carers group and the CAB.  It was agreed to try to obtain funding for an electronic messaging screen for the waiting room and to arrange for the electronic clock to be placed on the wall being the receptionist’s chair .  **The Patient Questionnaire:**  Final wording discussed and agreed**.**  **The Bank Account;**  Nothing noted. | Melva to complete the final document for members to approve. |
| **NAPP**  The annual renewal is due of £40 at the end of November’16.  **News from the Medical Centre.**  Nothing not previously recorded.  **PPG Newsletter**  It was agreed to produce a PPG newsletter in the new year.  **DATE OF NEXT MEETING**  Monday 29th November’16 At The Surgery, 1.30pm**.** | A cheque no. 100002 was signed for posting.  Hilda Ellis and Melva to have a look at a layout.  E-mail all members. |
| **Meeting closed 8.00pm.** |  |