

# **BLUE DYKES PATIENT PARTICIPATION GROUP**

## **Meeting minutes**

**Date:** 7<sup>th</sup>. September 2011

**Opening:** Mr.J.Kirby took the Chair.

A new member, A.Wallace, was welcomed to the Group.

### **Present:**

J.Kirby,J.Wilson,P.Greenwood,R.Unwin,R.Butler,J.Ainsworth,H.Mallender,D.Briggs,A.Wallace,A.Small.

**Apologies:** K.Slack,J.Slater,V.Shelton

**1. Approval of Minutes:** Augusts minutes accepted as a true record.

**2. Matters Arising** Helen to check on the progress of NAPP membership.

Mr.Needham asked if the £10 gift from J.Poet could be minuted. ( see minutes of 9<sup>th</sup> June, ).

Dennis then said he had not been informed of recent dealings with the bank and as Treasurer felt he should have been. Members agreed with Dennis. Helen to check with Verity about the position. Bank activity has been minuted previously ( see minutes 9<sup>th</sup> June, 14<sup>th</sup> July and 11<sup>th</sup> August ).

### **3: New Business**

Bank Account: Presently stands at £73.39 as stated by the Treasurer.

New Appointments System. This started on 5<sup>th</sup> September and so far has been well received by patients and surgery staff. DNAs will continue to be monitored. The letter sent to DNAs will be re-vamped and brought to the next meeting for comments. A letter is only sent as a last resort after considering the patients circumstances. Some patients may require assistance to attend or other help in keeping appointments. Children are considered a special case. J.Ainsworth suggested a notice be displayed giving the number of DNAs removed from the Practice. This was thought a good idea.

Flu Day. The first one to be held 30<sup>th</sup> September in the Social Centre from 0800 to 1900. Roy and Helen have been unable to obtain racks and Julie offered to, try Tesco with a note on headed note-paper.

Dennis asked about serving beverages. After discussion this was considered not practical. A previous event failed to cover materials costs and there are problems with access to the kitchen. After a vote it was decided not to sell beverages.

Julie then organised volunteers for the day. Peter and Roy will attend all day with others dropping in. Clothes and books for sale can be delivered on the day. Roy and Peter to meet separately to discuss details. A notice to be displayed in the surgery advising patients of the PPGs presence at the event. Further advertising thought not to be appropriate.

Newsletter. The first edition has been distributed and well received. The Group thanked Julie for producing the newsletter and making it a success. It was agreed to produce it quarterly to keep it 'fresh'. Mr. Needham suggested members provide articles for future editions so that material was available.

The Practice will also use the newsletter logo for its notices.

Minutes compiled by J.Kirby.

**Next meeting: Thursday 13<sup>th</sup> October at 7.30pm**