

**Staunton and Corse PPG:
Minutes of Meeting at Corse Surgery Dated 3rd January 2018**

Present: Sue Knox (SK)
Malcolm Harley (MH)
Norman Davis (ND)
Ann Watkins (AW)
John Leask (JL)
David Bubb (DB)
Jane Evans (JE)

Apologies: Donald Peach; Roger Boaler
Surgery Representative: Sarah Bryant (SB)

1. Welcome and Apologies.

Members were welcomed to the meeting by the Chair, Sue Knox. We warmly welcomed our new Practice Manager Sarah Bryant, who comes to our practice with 18 years of Practice Management expertise, gained through positions in Bristol and Gloucestershire, most recently Stroud. Sarah is keen to work again with a rural practice and the challenges that this population brings and, of which she has previous experience.

2. Minutes of the previous meeting

Minutes of last meeting held on 1st November 2017 were tabled, read and proposed by DB and seconded by AW.

3. Matters Arising.

Patient Access: Practice target for patients accessing medical records and ordering repeat prescriptions 'online' has increased to 20% of the practice population. SK asked whether there was any way that the PPG might help to encourage patients to sign up to Patient Access.

4. Surgery Update

Given that SB is only two days in post, no surgery update received. The PPG are pleased that the practice has appointed a replacement for Temi, Clinical Pharmacist, and that the work programme, including medication reviews, dosettes for vulnerable patients and a home delivery service for prescriptions is ongoing. PPG would like to invite Temi's successor to our next meeting in March 2018 where the group can be updated on progress. SK will confirm name of Temi's replacement.

5. Chairs Report

SK delivered the Chairs Annual Report. This will be posted on the Practice website and copies made available for patients to pick up/review in the surgery.

6. Aims 2018

PPG aims for 2018 were debated and it was agreed that our primary aim would be to help our practice population of carers and more isolated and lonely patients by signposting how they can access supportive networks that will help address their issues and potential loneliness.

We considered how we might deliver this and all PPG members are tasked with bringing further information and ideas to the next meeting including:

1. Open Morning at Staunton Village Hall – where local groups could promote their activities to our practice population: WI; Village Agent; Social Prescribing (Sam Ferris); Dementia Friendly Community Enablers (Sarah Davies) Exercise; Support for Carers; Friendship Group; Pre-School Groups; Ashleworth Luncheon Club; Community Choirs; Art classes; Walking Groups. In order to stage such an event, the PPG would need to investigate whether any funds are available to support: printings and marketing; refreshments; rental of village hall. SK to investigate
2. Alternatively, if the practice reverts back to a two day ‘flu clinic for 2018, we could run our session in tandem with this. (It would not be practical to try to run a session if the ‘flu clinic remains as the one day ‘fast track’ as in 2017)
3. Local Directory – create a local directory of what is available in all the villages across the practice catchment area that could be accessed by our carers and isolated/lonely population. DB offered to collate this.
4. The role of the local clergy – and how we can raise awareness of this/include in the Local Directory. MH offered to liaise with our local vicars: John L-H; Penny West; Steve Godsell; Berrow vicar to see how they are supporting their communities and how we might promote this work via the PPG
5. WI – DB will access contact details for local groups
6. Luncheon Clubs – JE will advise of all the local Luncheon clubs/Friendship groups in the practice catchment.

7. **AOB**

1. Newsletter – DB was commended on the Winter Newsletter and thanked for putting copies in the Reception area. Other PPG members to circulate locally as usual. JL suggested offering copy to patients waiting to see Dr/Nurse as they do not always pick copy up themselves. SK has sent summary to local Parish Magazines and will send full copy to Parish councils for local display and circulation.

It was agreed that the Spring Newsletter should include an article on transport available for patients who are unable to drive themselves to appointments. PPG members to send any information about what is available to DB to collate.

DB to provide SB with estimated running costs to produce the newsletter, e.g. printer cartridges so that these costs can be reimbursed by the practice.

2. Contacts List – SK to share the PPG contacts list of Parish Council representatives and local Parish magazines with the group

3. Suggestions box – MH reported no notes received

4. Ear wax – PPG were concerned that the practice were no longer offering an ear syringing service. SB to respond at next PPG meeting.

5. SK confirmed that a card and book voucher had been sent to Caroline on behalf of the PPG in way of thanks for her huge contribution to developing and supporting the PPG to take on an active role in representing our patient’s best interests. The PPG wish Caroline a happy and successful future.

8. Next PPG Joint meeting is scheduled for the 7th March 2018 at 12:00hrs.