

# meeting minutes & agenda

Title of Meeting		Patient Participation Group		Date & Time	Tuesday 8 <sup>th</sup> September
Practice		Latchford Medical Centre (LMC)		Location	Meeting Room at LMC
Attendees Present		Katy Brocklehurst Marc Purslow	Elizabeth Taylor	Apologies	
	Agenda Item	Initials	Action		
1	INTRODUCTIONS & DECLARATION OF CONFLICT OF INTERESTS	KB	DONE		
2	LAST MEETINGS MINUTES, ACTIONS AND MATTERS ASISING	KB	All correct		
3	CQC	KB	Safe, Caring, Effective, Caring, Responsive and Well led in 6 different groups. KB explained who the CQC were and their purpose in general practice KB explained that they were expecting a visit in October and would like the PPGs help. They all agreed.		
4	PPG Project	KB	Over 75s Afternoon Tea Thursday 29 <sup>th</sup> October 2015 2pm – 4pm 2pm – talk by....falls team. Age concern etc 2.30pm – afternoon tea 3.30pm talk by ??? ET – call Michelle Wright and get costings for just the hire of the small and large room and the hire and afternoon tea for 60. KB – to discuss speakers to the afternoon tea with the GPs ALL – meet at st margarets to arrange on 22/09/2015 at 10am Invite all over 75s Have to call the surgery to confirm if they are coming, dietary requirements and if they are brining a carer Max 55 – 60 people need to ensure that there is a risk assessment written		
5	SURGERY ISSUES	PPG members	Still ongoing from last meeting		
6	ANY OTHER BUSINESS	MP	To teach KB and ET how to make calendar templates at the next meeting		
		ET	Credit union would like to come and talk to the PPG KB explained that it probably was not appropriate at this time but she would look into it.		
		KB	Rose Broadbent is a member of the PPG who needs to be contacted with the minutes of the meetings and also to invite her to the meeting on the 22/09/2015. KB to send her a letter		
		ET	Can the Latchford farmers market use our carpark? KB to discuss with partners		
7	NEXT METING		Tuesday 22 <sup>nd</sup> September 2015 at 10.00 at St Margaret's Hub – Lindley Avenue to review room and organise afternoon tea		