

meeting minutes & agenda

Title of Meeting	PPG – INFOMRAL MTG		Date & Time	Tuesday 29 TH September
Practice	Latchford Medical Centre (LMC)		Location	The Grange
Attendees Present	Katy Brocklehurst (KB) Marc Purslow (MP) Elizabeth Taylor (ET) Angie Ore (AO) Rose Broadbent (RB) Steve Wright (SW) – Latch ford Big Local Nicola O'Rourke (NO'R) - Neighbourhoods Joanne (J)- Neighbourhoods Sandra Eaves (SE) - Older Person Champion at Latch Ford Big Local		Apologies	
PPG Project	Initials			
INTRODUCTION		KB introduced the project and its aims: <ol style="list-style-type: none"> 1. Educate our overs 75s on how to keep well this winter 2. Improve awareness of the PPG Everyone introduced themselves		
MINUTES FROM LAST MEETING		Discussed and all points agreed – outstanding actions to be completed by next meeting		
LOCATION		Three options <u>St Margaret's</u> Near surgery, fits 100 in the building, not a lot of parking, £15 per hour, kitchen not available as no one is qualified <u>The Grange</u> Near surgery, fits 100 in the room, lots of parking, free, kitchen available and toilets all off one room <u>Westy</u> Fits 120, massive car park, not near Latchford surgery, £15per hour Whole team voted, Grange won the majority. RB To book room with Eric for Thursday 29th October from 12pm until 4pm.		
PROGRAM OF EVENTS		12.00pm VOLUNTEERS AND SPEAKERS TO ARRIVE AND SET UP 1.00pm ARRIVE and RAFFLE (£1) 1.30pm TALK 1 from public health england on keeping well this winter 2.00pm AFTERNOON TEA 2.45pm BINGO (£1) 3.00pm TALK 2 British Red Cross 3.15pm TALK 3 from Sandra Eaves 3.30pm CARRIAGES		

INVITATIONS	KB	<p>Create invite for over 75s this week and send out IMPORTANT POINTS Transport is not provided Call the surgery to book place on event Sign invite off from Latchford Medical Centre PPG supported by Latch Ford Big Local Partnership and Neighbourhoods</p>				
ENTERTAINMENT	KB MP SW	<p>Buy raffle and bingo tickets Write letter for MP to take around village and get prizes</p> <p>Go around village for raffle and bingo prizes</p> <p>Organise Lotty the Older Persons mascot to come and greet the patients</p>				
TALKS	J SE NO'R SW	<p>Talks to be 20 -25 minutes with time at the end for questions</p> <p><u>TALK 1</u> at 1.30pm (30 mins) Neighbourhood Team working with Public Health Keeping well in winter. To talk about preventing falls, flu and keeping safe and secure.</p> <p><u>TALK 2</u> at 3pm (15 mins) British Red Cross – organised by Dawn Tarperly DTarpey@redcross.org.uk Caring for yourself over winter and how the British red cross can help</p> <p><u>TALK 3</u> at 3.15pm (15 mins) Sandra Eaves – Elderly persons champion What is there to do in Latchford over winter for the over 75s?</p>				
TABLE GUESTS	AO	<p>To communicate all the details of the event to our table guests</p> <p>Table guests are invited to promote their services and asked to volunteer with the surgery in serving the afternoon tea</p> <p>Contact charities to inform of the details of the day</p> <ol style="list-style-type: none"> 1. Salvation Army 2. Help the Aged 3. Age Concern 4. Live Wire – Danielle Ramsey –sending someone from the stop smoking team dramsey@livewirewarrington.org 				
CATERING	LT	<p>Gather quotes for catering for 80 people including Morrison (speaking to the manager and explain for Latchford pensioners)</p>				
RISK ASSESSMENTS	NO'R	<p>Email copies of council risk assessments through to KB</p> <p>POINTS TO NOTE Currently have 15 named volunteers LT and SE are first aiders, health and safety trained and recently qualified to risk assess</p>				
FUNDING		AREA TO CONSIDER	TO PAY FOR	QUANTITY	AMOUNT	FUNDED BY
		INVITATIONS	stationery, ink and postage	60p per letter for 354 patients	£212.40	TBD
		CATERING	tea, milk, sugar, sweeteners, coffee, biscuits and cake	80 people	LT To get quotes	TBD

		ENTERTAINMENT	bingo tickets and raffle tickets	prizes to be donated from local area	£5	TBD
		LOCATON	Venue	1	Donated FOC	The Grange
ANY OTHER BUSINESS	KB	MEDIA – contact the Warrington Guardian through website and ask if they want to cover event – Aaron is the Latchford contact				
NEXT METING	ALL	Tuesday 14th October 2015 at 2pm at The Grange, Latchford				
POINTS TO DISCUSS NEXT MEETING		<ol style="list-style-type: none"> 1. Funding 2. What are we doing with the money that is made from the Raffle and Bingo? PPG? Charity? 3. Risk Assessments 4. How are we going to ensure that we are out by 4.30pm 5. PPG Networking group – 5th Nov For more information please contact Katie Lightfoot on katie.lightfoot@warringtonccg.nhs.uk or ring 01925 843 745 				