

meeting minutes & agenda

Title of Meeting	PPG – INFOMRAL MTG	Date & Time	Wednesday 14 th October
Practice	Latchford Medical Centre (LMC)	Location	The Grange
Attendees Present	Katy Brocklehurst (KB) Elizabeth Taylor (ET) Angie Ore (AO) Rose Broadbent (RB) Nicola O'Rourke (NO'R) - Neighbourhoods Sandra Eaves (SE) - Older Person Champion at Latch Ford Big Local	Apologies	
PPG Project	Initials		
INTRODUCTION and WELCOME MINUTES FROM LAST MEETING		Minutes from last meeting reviewed and agreed and actions discussed	
LOCATION	KB	<p>Grange is booked and can cater for all crockery for the Thursday 29th October .</p> <p>KB Call to confirm at the beginning of the week</p> <p>Need to buy serviettes and bin bags</p>	
PROGRAM OF EVENTS		<p>12.00pm VOLUNTEERS AND SPEAKERS TO ARRIVE AND SET UP</p> <p>1.00pm ARRIVE and RAFFLE (£1)</p> <p>1.30pm TALK 1 from public health england on keeping well this winter</p> <p>2.00pm AFTERNOON TEA and FLU VACCINES</p> <p>2.45pm BINGO (£1) Dot Thacker – will bring own kit</p> <p>3.00pm TALK 2 British Red Cross</p> <p>3.15pm TALK 3 from Sandra Eaves</p> <p>3.30pm CARRIAGES</p>	
INVITATIONS	KB	<p>All invitations have been sent out and currently we have 35 people who have called in to say they are coming.</p> <p>KB apologised that unfortunately these were not sent out until this week due to strains at the surgery</p>	
ENTERTAINMENT	<p>RB Buy raffle and bingo tickets – get receipt so that I can reimburse</p> <p>MP Go around village for raffle and bingo prizes KB has written a letter for MP to take around village and get prizes but has not heard from him recently.</p> <p>KB KB to call and see if all is well</p> <p>SW Lotty is arranged. Will be at The Grange from 1.00pm to welcome people.</p>		

TALKS		<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 – confirmed Anika 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 - confirmed</p> <p><u>TALK 3</u> at 3.15pm (15 mins) Sandra Eaves – Elderly persons champion - confirmed What is there to do in Latchford over winter for the over 75s</p> <p>KB Discussed microphones – decided that this is not needed as could interfere with hearing aids etc. KB to ok this with speakers</p>															
TABLE GUESTS		<p>Table guests are invited to promote their services and asked to volunteer with the surgery in serving the afternoon tea</p> <p>Confirmed table guests</p> <ol style="list-style-type: none"> 1. Salvation Army 2. Live Wire – Paul Roberto – confirm with Paul that he will be there to discuss weight, exercise, smoking and alcohol 															
CATERING	LT	<p>Currently two quotes for catering:</p> <p>John and Elsie – they will do all the tea coffee juice and cake and apple pie for £2.00 - £2.50 per head</p> <p>Amanda at the Grange will do same – quote on way</p> <p>KB to contact ASDA to see if they will offer anything</p> <p>Decision to be made</p>															
RISK ASSESSMENTS		<p>Risk assessment written – outcome low risk.</p> <p>On the day we have over 15 named volunteers. LT and SE are first aiders, health and safety trained and recently qualified to risk assess Need to know where the first aid kit is and fire exits</p>															
FUNDING	SE NOR LT	<p>SE, NOR and LT to discuss getting some money from the Latch ford BIG project for the catering of the event we are looking for up to £150.</p> <table border="1" data-bbox="712 1198 2168 1481"> <thead> <tr> <th>AREA TO CONSIDER</th> <th>TO PAY FOR</th> <th>QUANTITY</th> <th>AMOUNT</th> <th>FUNDED BY</th> </tr> </thead> <tbody> <tr> <td>INVITATIONS</td> <td>stationery, ink and postage</td> <td>60p per letter for 354 patients</td> <td>£212.40</td> <td>The Surgery</td> </tr> <tr> <td>CATERING</td> <td>tea, milk, sugar, sweeteners, coffee, biscuits and cake</td> <td>80 people</td> <td>LT To get quotes</td> <td>TBD</td> </tr> </tbody> </table>	AREA TO CONSIDER	TO PAY FOR	QUANTITY	AMOUNT	FUNDED BY	INVITATIONS	stationery, ink and postage	60p per letter for 354 patients	£212.40	The Surgery	CATERING	tea, milk, sugar, sweeteners, coffee, biscuits and cake	80 people	LT To get quotes	TBD
AREA TO CONSIDER	TO PAY FOR	QUANTITY	AMOUNT	FUNDED BY													
INVITATIONS	stationery, ink and postage	60p per letter for 354 patients	£212.40	The Surgery													
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	The Surgery
		LOCATON	Venue	1	Donated FOC	The Grange
MEDIA COVERAGE		KB has contacted the Warrington Guardian through their website but not heard anything. NOR said that there are other magazines who will be interested in feedback				
What are we doing with the money that is made from the Raffle and Bingo? PPG? Charity?	NOR	It has been decided that everyone who comes to the event will get one bingo ticket and one raffle ticket this way not monies will be involved. NOR will send KB constitution templates				
FEEDBACK		Going to go off verbal feedback – all members to write down any feedback and pass to Katy so appropriate forms can be completed				
PPG Networking group	KB	Next meeting is the 5 th Nov For more information please contact Katie Lightfoot on katie.lightfoot@warringtonccg.nhs.uk or ring 01925 843 745 LT and RB could be free to attend with more information. KB to email Katie Lightfoot.				
ANY OTHER BUSINESS		Patient has approached LT regarding their medication and it beign stopped. KB reminded all members of the group that the PPG is not to discuss individual's health concerns. If a patient asks them about their specific health concerns we are to sign post them to their GP.				
NEXT METING	ALL	Thursday 29th October 2015 at 12pm at The Grange, Latchford				

VOLUNTEERS to date	Guests
Katy Brocklehurst	Dr Unwin
Ellie O'Callaghan	Dr Ali
Julie Spilsbury	Dr Palmer
Sue Mathews	Dr Levy
Julie Farrington	Steve Wright
Elaine Meakin	Over 75s x 35
Jane Stokes	
Liz Taylor	
Angie Ore	
Marc Purslow	
Rose Broadbent	
Nicola O'Rourke	
One other from Neighbourhood team	