

# meeting minutes & agenda

Title of Meeting	PPG – INFORMAL MTG		Date & Time	Tuesday 22 <sup>nd</sup> September
Practice	Latchford Medical Centre (LMC)		Location	ST Margaret's Community Centre
Attendees Present	Katy Brocklehurst Marc Purslow Elizabeth Taylor Angie Ore Rose Broadbent		Apologies	
PPG Project	Initials	Action		
<p><b><u>AFTERNOON TEA FOR OVER 75s</u></b></p> <p>Thursday 29<sup>th</sup> October</p> <p>Venue – TBC</p> <p>Looking for somewhere near Latchford Medical Centre, lots of parking, big enough room, catering facilities.</p> <p><b><u>PROGRAM OF EVENTS</u></b></p> <p>1.30pm ARRIVE and RAFFLE (£1) 2.00pm TALK 1 2.30pm AFTERNOON TEA 3.15pm BINGO (£1) 3.30pm TALK 2 4.00pm CARRIAGES</p> <p><b>NOT A PROFIT DRIVEN INITIATIVE BUT ANY PROFITS WILL GO TO THE LMC PPG.</b></p> <p><b><u>VOLUNTEERS FOR EVENT</u></b></p> <p>PPG Staff at surgery</p>	KB	<ol style="list-style-type: none"> <li>1. Contact British red cross – DONE</li> <li>2. Contact Miller Care</li> <li>3. Contact Falls team</li> <li>4. Contact Live Wire</li> <li>5. Create invite for over 75s</li> <li>6. Write letter for MP to show to local shop keepers for raffle prizes</li> <li>7. Buy bingo tickets</li> </ol>		
	LT	<ol style="list-style-type: none"> <li>1. Get quotes for catering for up to 80 people</li> <li>2. Let Michelle Wright know that nothing has been decided as yet</li> <li>3. Contact Sandra Eaves – older person champion for Latchford</li> <li>4. Contact Nicola O'Rourke from Wellbeing team</li> </ol>		
	RB	<ol style="list-style-type: none"> <li>1. Contact Eric at the Grange and see if the room to hire is free on Thursday 29<sup>th</sup> October 1pm – 5 pm and get costs.</li> </ol>		
	MP	<ol style="list-style-type: none"> <li>1. Contact Steve Wright to see if he has any ideas</li> <li>2. In October go around the village for raffle prizes</li> </ol>		
	AO	<p>Contact charities to see if they would they like to come and have a stand</p> <ol style="list-style-type: none"> <li>1. Salvation Army</li> <li>2. Help the Aged</li> <li>3. Age Concern</li> </ol>		
	NEXT METING	Tuesday 29 <sup>th</sup> September 2015 at 1pm at The Grange, Latchford		