**Quay Lane Surgery Patient Participation Group**

**Meeting Minutes from Tuesday 22nd October 2013**

**Present:** Debbie (Manager), David (Chair), Nigel (Vice), Margaret (Treasurer), Maureen, Muriel, Maurice, Robin, Venetia, Diana (secretary) and Dr Moore.

**Apologies:** Mitzy and Laura.

1. **Minutes of the last meeting**

Adopted.

1. **Matters arising (not appearing on the agenda)**

Introductions of new PPG committee members.

1. **Treasurer’s report**

The treasurer’s report was presented by Margaret who outlined the expenditure and current balance. Margaret circulated a written report. A wheelchair has been purchased by the surgery. The current account balance stands at £2,130.02.

Margaret requested an additional signatory for the cheque book account and for internet banking with Nat West: the first signatory is Margaret, the second is Maurice. The internet banking proposal was proposed by Margaret and seconded by Maureen, all present agreed.  Those present agreed to put £2,000 into the savings account in order for it to earn some interest.

1. **Fundraising**

Christmas raffle: the surgery requests prizes are brought to either Downderry or St German’s surgeries by the end of November. The Priory Trust at St Germans is having a Christmas Market on the 5th, 6th and 7th December, Venetia expressed an interest in manning a cake stall on the 7th December to raise funds for the PPG. There is a raffle currently in the surgery to raise funds and awareness of breast cancer. Other ideas for fundraising; a coffee morning and Downderry Christmas Market in the first week of December.

1. **Survey of clinics**

Ben Mitchell (Kernow Commissioning Group) has produced a print out of all the surgeries being operated in South East Cornwall including hospitals. Those present discussed this document which is incomplete currently; it should be seen as ‘a tool of inspiration’.

1. **Facebook**

The surgery has a Facebook page. Pending: being able to book a GP appointment online including adding a reason for your forthcoming consultation if desired. Other appointments can be booked by telephone - and are unaffected by the remaining appointments.

1. **Public meeting**

Few attendees on the night - 15 in total - despite good publicity. Discussed this PPG joining with other PPG’s for regular feedback from Kernow commissioning with Saltash or Liskeard, for example, Nigel to liaise with other PPG’s.

1. **NAPP registration**

Maureen informed the meeting that the invoice is now paid. The site is good – contact either Maureen or Debbie for access details.

1. **Member involvement with KCCG groups (for information)**

David informed meeting that KCCG groups meet 8/9 times yearly. Savings required in elective care. TRAC mentioned in public meeting. Discussed various issues including back pain and ophthalmology. The next meeting is in early November.

1. **Survey of post-op patients**

Nigel and Margaret involved in this. KCCG level. Questions remain as to whether the policies have worked. No available survey / questionnaire. Maureen asked if the PPG could review this work and also that Cornwall Health Watch is teaching others how to conduct research, she mentioned their website.

1. **Report from external meetings**

David is on the elective care representative group. Both he and Nigel are reps on the PPG.

1. **Equipment needs**

? need for defibrillator in St Germans and Downderry, British Hear Foundation match fund. Costs £1200 - 1500 + £250 for cabinet. ? Cornwall County Council equipping Cornwall with defibrillators.

1. **Drug waste campaign**

Ongoing issue.

1. **A.O.B**
* Use of disabled parking bays and use of space in between these bays - Debbie to check on this.
* The surgery uses stamps as it does not generate enough postage to justify obtaining a franking machine.
* CQC impending; 48hours notice.
* Maurice expressed his concern that a GP’s ‘honesty and trustworthiness’ was the subject of a question on the recent patient questionnaires. The PPG will discuss these once the results are collated. (50 questionnaires per GP at QLS)

**Date of next meeting**

January 21st at 1pm at Quay Lane Surgery

Meeting closed 14.11