**Minutes of Bingley Medical Practice**

**Patients Participation Group Meeting**

**13th March 2017**

**Present:** Kathie Naylor (Chair) Jill Wadsworth (Vice Chair) Pam Vinnicombe, David Childs, David Rowlinson, Norma Bartle, Lisa Wade, Ian Hodgson, Lynne Asquith, Jean Gallagher, Pam James, Ophelia Lightowler, Carey Dowson

2 Observers: Elizabeth Bush & Michelle Beaumont

**Apologies:**

Jessica Prance, Nadia Long, Charlotte Hamilton, Dr Bridget Pitcairn

**Minutes:**  Passed as read.

**Matters Arising:**

Any items covered in agenda items.

**Defribullator Report.**

Jill demonstrated and explained all the items in the Defribullator package. Discussion ensued around the practice dummies and ways of offering CPR sessions to patients and other organisations. The cost of replacing windpipe membrane of £1each per session will be collected from participants. Jill is willing to orchestrate this. The problematic issue of the non lockable cabinet has been resolved. Jill has purchased a lockable version with monies loaned from the practice. She has contacted various organisations such as Round Table and Building Societies for donations. Skipton Building Society asked if they could sponsor anything. A television was mentioned. Discussion ongoing. Kathie again mentioned sponsored events such as walks etc. Little enthusiasm ensued. Matter deferred. Meeting asked to confirm the dates for the first CPR sessions.

**Presentation to Ann Howarth:**

Flowers were presented to Ann with thanks to her for her support and attendance at PPG meetings. The meeting wished her well in her retirement.

**Young Peoples Group Report:**

Ian reported on progress so far. The Facebook page is now live and interest shown in sexual and mental health issues. Content is evolving and the group intend to make available contact numbers for helplines. Carey thanked Kathie for bringing young people into the PPG and thus being able to address their issues.

**The 4 PPG’s Network Meeting:**

The previous meeting had discussed :

Young Peoples Survey. Ongoing

CPR

Springfield’s talk on Dementia.

Feel Good Factor.

**Practice Report:**

Carey conveyed his appreciation for work done by the PPG and of the vision of the 4 PPG’s working together as a ‘local community’ and have a cohesive approach. Further discussion at next meeting on the Federations.

**Any Other Business:**

1. AGM 15th May. Ambulance service member to give a half hour talk on use of the Defibrillator. Publicity will be given by British Heart Foundation to ensure maximum spread of information in the community.
2. Survey. Jill outlined the analysis of the information. One issue of Saturday opening which some patients showed interest in. Carey responded by explaining not feasible. Essentially taking from other slots and unavailability of Nurses.
3. The Practice Website came under criticism for not being user friendly and not fulfilling it’s purpose. Jill to investigate further.
4. The Practice have formed a graph showing phone usage over over a week. Currently being assessed. Ian agreed to rationalise information.
5. 5 Newsletter. To include thanks to survey participants. Further contributions to be sent to Ian before end of current week.

**Date of Next Meeting:**

AGM on Monday 15th May