**Bingley Medical Practice Patient Participation Group**

**22 January 2024 – 6.30 pm**

**Venue – Zoom Meeting**

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| **Agenda Items** | **Minutes** | **Actions/Outcomes** |
| **Present on Zoom**  **Apologies**  **Chair’s Welcome:** | Jill Wadsworth, (Chair), Margaret Tetley, (Vice Chair), Sue Johnstone, (Secretary), Janet Daykin, Lynn Asquith, Charlotte Hamilton, Fiona Greenwood, Dave Rowlinson.  Norma Bartle, Peter Home, Pam James, David Child, David Kennington, Jan Luka, Gabriel Stoltz, Nirmal Ryatt, Sue Naylor, Carey Dowson, (Practice Manager).  Jill thanked everyone for attending the meeting and apologised for the short notice of an online meeting, but felt that given the weather conditions, it would be the safer option. Thank you Janet for putting this together so quickly. Janet is only able to stay for the first half hour of the meeting so we will adjust the agenda accordingly. |  |
| **Minutes of Last Meeting 15 November 2023** | Proposed by Charlotte as a true account of the meeting and seconded by Fiona | **Minutes Passed** |
| **Matters Arising from Last Meeting** | * Finance – Float borrowed should read £109.07 which was repaid back to PPG funds. |  |
| **1 Practice Report** | Carey sent his apologies but has another meeting to attend and has sent his report to Jill.   * The Practice is suffering from Winter pressures – extremely high demand from an already busy service. * The Café is doing really well and hopefully the token system we’ve introduced today should help the volunteer servers to recognise BMP staff better. * Dr Emma Scott has gone on maternity leave and are hoping to recruit a maternity locum. * We have 2 additional rooms that we are bringing online to replace the rooms lost by Thompson Court/Crossflatts Surgery closing, (Bradford Council decision). A like for like replacement. * In February, hopefully, Jill will be available to sit on a small group looking at the annual Practice Survey. * Café is still going strong and we are pushing hard to get a bank account set up to take electronic payments and then we will need a process to reconcile payments and the bank statement. Also, at some stage we are happy to offer ‘management support’ as we make the café concept sustainable for the future – do not forget the challenge is getting a piano upstairs and setting up a choir!! |  |
| **2 Newsletter** | Janet – Information and articles for April edition not needed until early March. Items/articles include:-   * Chair’s Address \* Notice of AGM * Doctor’s Specialisms \* Technical Team – Carey, Dawn, Sarah * Abi’s Wellbeing Hub \* Airedale Update * Café Update |  |
| **3 Sustainability** | * Under Cafe |  |
| **4 Finance** | Money paid back £109.07 re the float for the Café. |  |
| **5 Café – Jill’s Report**  **Café contd……** | * We have approximately ten volunteers, six of whom are regulars and have formed teams of two or three. Since the New Year I am trying to get my commitment down to Monday only and Margaret, Friday only. * We have a footfall of between 14 and 20 customers each day. * On Wednesdays we have an Age UK Group of about 10. * The Social Prescribing Plus are using the Café area on Tuesday afternoons. We leave refreshments and biscuits. * We have an ASDA delivery. * We take cash and credit cards. We keep a log of all our expenditure. * We have a pay forward board – whereby someone can pre pay for a coffee or sandwhich etc for a stranger. Currently stands at around £20. * Since opening we have bought – Microwave plus various sundry kitchen items - paper cups/paper napkins/kitchen roll/washing up liquid etc. * We still have some money left from a grant from the Community Partnership, (CP3).   The Café has now been going for 3 to 4 months and we now feel we need to take a step back and think of our annual costs and income and how we can encourage more volunteers. Large items look as if they may need replacing soon eg fridge, freezer etc.  We suggest that we see how the Café goes for a year and review September 24.  As we are non-profit making, we wish to keep any funds accrued for any future major item(s) that may need replacing before the end of the year eg, fridge. |  |
| **6 Secretary/**  **A.O.B**  **A.O.B** | Medication shortages for some serious conditions are being felt by patients and there seems to be a difference on how different Pharmacies respond.  Lynn - shared with us her experience with Boots at Canalside where she was told to sort it out herself. There followed a discussion on how different pharmacies in the area are responding.  Sue – Good article in the Guardian about shortage of medication for patient with significant illnesses, eg diabetes, heart.  Jill thanked everyone for attending the meeting and looked forward to seeing everyone at the next meeting on **Monday 11 March – 6.30 pm at the Surgery.**  There being no other business the meeting closed at 8.00 pm. |  |
| **Dates of next meetings** | **Group Meeting: Date: Monday 11 March 2024 Time: 6.30 pm Venue: Surgery**  **Exec Meeting: Date: Monday 5 February 2024 Time: 2.00 pm Venue: Margaret’s House**  **Exec Meeting: Date: Monday 4 March 2024 Time: 2.00 pm Venue: Margaret’s House** |  |

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| **Confidentiality and Data Protection**  Information concerning patients or staff is strictly confidential and must not be disclosed to unauthorised persons. This obligation shall continue in perpetuity.  Disclosure of confidential information or disclosure of any data of a personal nature may result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act, in addition to any disciplinary action taken by the Practice.  Any breach of confidence will be taken seriously and, following necessary investigation, may result in a request that the member(s) responsible resign from the PPG. |