**Bingley Medical Practice Patient Participation Group**

**11 September 2023 – 6.30 pm**

**Venue - Conference Room, Canalside**

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| **Agenda Items** | **Minutes** | **Actions/Outcomes** |
| **Present in Person:**  **Apologies:**  **Welcome:** | **Present:** Jill Wadsworth, (Chair), Sue Johnstone, (Secretary), David Child, (Treasurer), Pam James, Peter Home, Lynn Asquith, Gabriel Stoltz, Fiona Greenwood, Dave Rowlinson, Nirmal Ryatt, Carey Dowson, (Practice Manager),  **Apologies:**  Margaret Tetley, (Vice-Chair), David Kennington, Janet Daykin,  Jill welcomed everyone to the meeting and said how nice it was to see Carey safely back after his adventure in South Korea. |  |
| **Minutes of Last Meeting – 17 July 2023** | Minutes were proposed by Dave R as an accurate record of the last meeting and seconded by Gabriel. | **Passed** |
| **Matters Arising** | 1. Blister packs – Janet informed the meeting:-  * Superdrug, (with a pharmacy), are no longer accepting large bags of blister packs, they are only taking small amount individual customers. It is up to pharmaceutical companies to deal with the problem of recycling packs. * The box has now been taken away. |  |
| **Business Meeting** |  |  |
| **1 Practice Report**  **Practice Report contd..** | All welcomed Carey to the meeting.   * Carey told the meeting that the Partners really appreciated everything the PPG did. * It’s good to see the Café starting to take off – fully supported Doctors and staff. * Suggest a Junior Doctor for an article in the Newsletter. * Dr Hilton has now started with the Practice. * Practice is very busy and there are times when patients become frustrated with those answering the phone. * The Practice is short on rooms and have taken rooms on the 1st floor. * We have approximately 13,000 patients and are the largest practice in Bingley. Work together with other surgeries within the Bingley Bubble. * Local Authority is closing Thompson Court. However, Bingley Medical Practice still has a surgery there and patients can use either Canalside or Thompson Court. * Jill is coming to the next Management meeting – the Survey. * Flu Clinic/Children’s Flu Clinic – 7 October   Carey once again said how much he and the Partners really appreciated all the hard work that the PPG does for the Practice. |  |
| **2 Finance** | Money held by PPG – cash  Money Out - £ 40 – Printing for Sue Money In - £17 CPR  Money Held by Practice £1,000  Café Money Out £208.85 – Kitchen Utensils  £81.50 - Aprons for Café |  |
| **3 Newsletter** | Autumn Newsletter – has been printed and now awaiting delivery. |  |
| **4 Noticeboard** | Carey has kindly said we can have another noticeboard. |  |
| **5 Café**  **5 Café contd….** | Jill informed the meeting that we were now ready to open:   * As a response to an advert placed on The Bingley Bubble Facebook page for volunteers for the café Jill received six replies for helpers. Jill and Sue met three of them this morning. One had experience of working in a café and had the relevant Level 2 Food & Hygiene Certificate. * Menu would be simple, homemade soup & roll, sandwiches, paninis, tea, coffee, cake. * Dave R asked as the kitchen had been unused for approximately 7 years had the pipes been ‘flushed’ out. Jill said they had and everything had been PAC tested. * As yet, only Jill and Margaret have completed a Level 2 Food & Hygiene course. * Two days, Tuesday and Thursday would be for PPG days, the remaining days for other groups. Social Prescribing Plus: Mini Hub to act as a conduit to help people access advice, eg, finance, welfare, benefits, etc. * Café would be open between 11.00 am and 1.00 pm, (10.00 – 2.00 for volunteers to prepare and close). Still need for more volunteers.   All that was required was a date to launch to invited Guests, (all BMP staff, and staff working at Canalside). Sue said a date of Monday 2nd October was suggested at the Exec meeting. Monday 2nd October was agreed by a show of hands by all at the meeting.   * Monday 2nd October was to launch the Café to invited guests and to open properly on Tuesday 3rd October to the public.   Help would be needed on the day to prepare.  Jill thanked Norma for the lovely cushions she had made. And the massive support Norma and Margret in supporting Jill in getting the Café opened.  Pam said unfortunately she would be on holiday, but would like to say a big thank you to Jill for all her hard work in getting the Café opened. Charlotte said she would like to ‘second’ that. All at the meeting agreed followed by a round of applause. |  |
| **6 CPR** | The CPR had a group of seven from Wilsden. The courses are now open to any clubs/groups individuals who want to come. |  |
| **7 AOB** | Volunteers needed for Flu Clinic and Children Flu Clinic - 7 October 2023  Covid will be done by Pharmacies  Shingles – ring the Practice    There being no other business the meeting closed at 19.45 | **Jill to send out details** |
| **Dates of next meetings** | **Group Meeting – Monday 13 November 2023 – 6.30 pm - Venue – Surgery, Canalside**  **Exec Meeting – Monday 4 December 2023 – 2.00 pm – Venue – TBC**  **Exec Meeting – Monday 8 January 2023 – 2.00 pm – Venue – TBC**  **Group Meeting - Monday 15 January 2023 – 6.30 pm Venue – Surgery, Canalside** |  |

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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. |