# Bingley Medical Practice, Patient Participation Group Meeting

# Monday 11th August 2025 at 6-30pm

# Venue – Bingley Medical Practice PPG - Cafe

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| Item | Minutes | Action/Outcome |
| Present in Person:Apologies/not at meeting:Minutes:Welcome: | Janet Daykin (Chair), Margaret Tetley (Vice Chair), Maggie Chilvers (Secretary), Peter Home (Treasurer), Charlotte Hamilton, Val Kennington, Lynn Asquith, David Child Carey Dowson, Bev Ford, Tony Leach, Nirmal Rayatt, Pam James, Norma Bartle, Richard Aldred, Cathy Aldred, Dawn Myers, Sally Turner, Dave Rowlinson Compiled by Maggie ChilversJanet welcomed all tp the meeting. |  |
| Conflict of Interest | None Raised. |  |
| Minutes of Last Meeting – 14 July 2025 | Approval of Minutes:  | Proposed by Lynn Asquith, seconded by Peter Home |
| Matters Arising from the minutes not included in the agenda. | None that aren’t covered in the following Agenda items. |  |
| Practice Report from Carey Dowson | Practice report; little to report except that new trainee doctors are now arriving on their induction.Questions were raised for Carey. Which new GP has been appointed? Answer from Carey: Dr Esraa Elgizawy, currently a trainee here at the Practice.Is there any progress on the purchase of blood pressure monitors?Answer from Carey: Sorry for the delay the Ambulatory Blood Pressure Monitors (ABPMs) have hit a slight snag in that we’re waiting for confirmation that these machines will be compatible with our IT system. |   |
| Treasurer’s Report | Peter reported that since the end of the last meeting our income has increased by £600. This is despite the fact, as Margaret pointed out, that the café has only been open three days a week.Peter reported that we now have a balance of £13,000 and asked if there were any suggestions for items we might purchase. Discussions ensued about the purchase of a new coffee machine. Margaret and Charlotte are going to investigate this.David Child still has funds which he needs to transfer to the PPG.Peter requested that patients complete the survey which he has circulated. | Margaret and CharlotteDavid ChildAll |
| Community Café Report | Community Café report: Margaret reported the café will be open five days a week from the 1st of September. Current volunteers have other commitments during the summer period such as looking after grandchildren, others have had surgery and there have been holidays, which is why it is currently opening for only three days a week. Margaret pointed out that she also has a list of potential volunteers. It was noted that the Asda delivery arrives on a Tuesday but the products are often out of date. A new coffee machine will be investigated as discussed above. |  |
| PatientNEWS/Screen/Notice Boards | Patient News:  the latest version of the patient newsletter is not yet completed. Richard has suggested a couple of options and will start work on putting something together. This should take the responsibility of the design away from Dr Francis. Janet asked if group members noticed untidy or outdated information on any of the noticeboards/electronic screen that they tidy up/remove/report information as appropriate, please. | Janet Daykin/Richard AldredAll |
| Sustainability  | Discussed possibilities to recycle in the café. Thought is that bins on the balcony are not appropriate but maybe ‘easy’ recycling put into black bin liners for Janet to pick up could be an option? With respect to the storage of water Margaret pointed out the fridge now has a lock. Ice cold water is also stored the Cafe fridge | All to consider solutions to trial. |
| Events:Menopause PlusMens HealthCancer screening awareness | This event could include breastfeeding and conditions such as osteoporosis and endometriosis were suggested. A meeting/discussion with the practice staff will be arranged. The date of the event will be Monday, the 20th of October.This will be similar to last year‘s event and will take place on the 17th of November.This daytime event will be aimed at patients with learning disabilities and neurodiversity/autism. Justine Joy of the NHS will be supporting this. A provisional date has been identified for Thursday, the 13th of November from 10 o’clock till 12:00 pm. Janet is going to liaise with Justine.  | Janet Daykin/Cathy Aldred/volunteersJanetDaykin/volunteersJanet Daykin/volunteers |
| AOB | None |  |
| Date of next Meeting | **Monday 13th October 2025 at 6.30 pm** |  |
|  | **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. |  |