**Bingley Medical Practice, Patient Participation Group Meeting**

**Monday 9th June 2025 at 6-30pm**

**Venue – BMP PPG Cafe**

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| Item | Minutes | Action/Outcome |
| Present in Person:Apologies:Minutes:Welcome: | Janet Daykin (Chair), Margaret Tetley, (Vice Chair), Peter Home, Val Kennington, Bev Ford, Cathy Aldred, Lynn Asquith, Nirmal Rayatt, Pam James, Tony Leach.Dawn Myers, Carey Dowson, Pam James, David Rowlinson, Sally Turner, Maggie Chilvers, Richard Alfred, David Child, Norma Bartle.Compiled by Nirmal RayattChair - Janet welcomed new attendee **Tony Leach** and everyone to the meeting.Janet stated we now have a new secretary - **Maggie Chilvers** who will commence in July. |  |
| Conflict of Interest | None Raised. |  |
| Minutes of Last Meeting- 14th April 2025 | Approved by Margaret Tetley. | No action to be taken. |
| Matters Arising from the minutes not included in the agenda. | None.Pam James thanked everyone for the chocolates that were sent to her when she was in hospital. |  |
| Practice Report from Carey Dowson | The only item to raise with the PPG, apart from the items discussed at the AGM, is that we are working on a plan for card payments (currently we only accept cash or cheque) for those patients who need a report writing. Appreciate this is a bit behind the times, as most things are in the NHS, and we are catching up!Any questions are more than welcomed from the PPG, obviously any personal issues/matters should go through our comment/complaint processes, please let Carey know. |  Carey Dowson |
| Treasurer’s Report | Peter Home stated that he still needs to arrange a meeting with the accountant Alison.Peter Home will be contacting Carey Dowson regarding the funds required for the blood pressure cuffs. The purchase of the blood pressure cuffs has now been formally approved by all the members of the PPG.David Child still has funds which he needs to transfer to the PPG. | Peter HomeDavid Child |
| Community Café Report | Margaret reported that the cafe is running very smoothly. We also now have 3 new volunteers for the cafe. |  |
| Patient NEWS/Screen/Notice Boards | The next newsletter will be published in July 2025.If anybody has any information to display on the screen please notify Janet.A suggestion was made to display the free prescription service which is available at Ramzys Pharmacy.Pam stated she has a noticeboard which she will bring to the next PPG meeting. | Janet DaykinPam James |
| Sustainability | A meeting to be arranged with Dr Francis and Janet Daykin.Plastic free group - Considering any further solutions and the possibility of a trial for plastic free items used in the cafe? However, it was pointed out that we are limited on space for the collection of the items. | Janet Daykin/Dr Francis |
| Events - Menopause Plus/Mens Health | We have 2 new doctors and a nurse at the BMP.The Menopause plus event will take place on the **20th October 2025.**The Men’s Health event will take place on the **17th November 2025.** | Janet Daykin |
| AOB | Injections for a student for AfricaWe have had a request from a young girl who is hoping to go to Africa to volunteer working with children in March 2026 as part of her A levels. The student will need £2,000 towards her funding. She is 16 and one of our patients. Requested if the PPG could look to pay for her injections for Africa?This request was NOT agreed as it could set a precedent, but Bev Ford has kindly offered to help her with ideas for fundraising. Bev is involved in the Educate the kids charity for Africa.Jill to contact Norma Bartle regarding delivery of the summer flowers for the cafe. Cathy stated she has had request from volunteers from Hazelbeck School to assist with the cafe flowers or the gardens?Tony Leach stated what do we do with old medication as Boots Pharmacy no longer takes possession of these items?Janet stated she will contact Carey Dowson and Boots regarding this query.Peter Homes will also contact Crossflatts Pharmacy.Margaret Tetley will also contact Ramzys Pharmacy.Cathy stated Richard could assist Janet with compiling the newsletter.Janet stated we should **BCC** - PPG Members in the PPG minutes who are not present at the meeting until we formally receive their consent to display their email addresses. | Bev FordJill WadsworthCathy AldredJanet Daykins/Peter Home/Margaret TetleyRichard AldredPPG members |
| Date of next Meeting | **Monday 14th July 2025 at 6.30 pm** |  |

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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. |