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

**Monday 14th July 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), Carey Dowson, (Practice Manager), Peter Home (Treasurer), Val Kennington, Cathy Aldred, Lynn Asquith, Nirmal Rayatt, Pam James, Tony Leach, David Rowlinson, David Child, Lynn AsquithBev Ford, Norma Bartle, Richard Aldred, Dawn Myers, Sally TurnerCompiled by Maggie ChilversJanet welcomed new member and secretary, Maggie Chilvers to the meeting. |  |
| Conflict of Interest | None Raised. |  |
| Minutes of Last Meeting – 9 June 2025 | Approval of Minutes:  | Proposed by Margaret Tetley, seconded by Tony Leach |
| 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 | The PPG are pleased to hear that Carey's health is improving.Dr Eldred is retiring in November, and interviews have been taking place for a replacement this afternoon. Carey thanked the PPG and the café staff for the excellent work being done.The NHS 10-year plan was discussed. Carey assured the group that the current practice model will be retained for the future. The partners do not wish to go down the Modality route, the example that we take prescriptions by telephone demonstrates how the practice is centred around the concept of patient choice.The group asked if the practice was likely to host a potential NHS hub but so far there are no details from the ICB about the format the hubs will take.Monday, the 8th of December is designated a date for a celebration party for the group. |  Hold 8th December. |
| Treasurer’s Report | Peter stated that he still needs to arrange a meeting with the accountant Alison.Peter will be contacting Carey regarding the funds required for the ambulatory blood pressure machines. The purchase of these machines has now been formally approved by all the members of the PPG. There will be a plaque/label to say they have been provided by Bingley Medical Practice Patient Participation Group.The group also agreed to buy two two-seater sofas for the café area at a cost of £200. David Child still has funds which he needs to transfer to the PPG. | Peter HomePeter Home/Carey DowsonDavid Child |
| Community Café Report | Margaret reported that the cafe is running very smoothly. We also now have 3 new volunteers for the café but are always looking for new volunteers as during holiday times/sickness it is difficult to keep the café open each day. |  |
| PatientNEWS/Screen/Notice Boards | The next newsletter is due July/August. Janet will liaise with Richard to see what the best and easiest way will be to produce the newsletter. We would like to use similar material for PatientNEWS (electronic/printed), posters for noticeboards and material for the screen and social media to maximise our visibility. If anybody has any information to display on the screen, please notify Janet who will arrange for it to be displayed on the screen in the waiting area.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 Daykin/Richard AldredPam James |
| Sustainability  | Janet has had a meeting with Dr Francis regarding sustainability initiatives. As Bingley Medical Practice PPG is a Plastic Free Bingley Community Ally we should be looking to be as sustainable as possible and any ideas welcome. Whilst we would like to look to recycle as much as possible from the café, space is limited, and it is difficult to store items. We want to keep it as easy for café volunteers as possible, so suggestions welcome. We could have recycling containers on the balcony or store recyclables there - Janet is happy to pick up and take for recycling although we really would need to trial as volumes could be a problem. Could we also consider if it is possible to have a system of providing water rather than selling plastic bottles of water? | AllAll to consider solutions to trial.All |
| Events:Menopause PlusMens HealthCancer screening awareness | The Menopause plus event will take place on Monday 20th October upstairs at Canalside. Janet will start to plan with Cathy and come back to the meeting with ideas and ask for suggestions/help from the rest of the group. The Men’s Health event will take place on Monday 17th November 2025, which is the closest Monday to International Men’s Day. The event will be similar in format to last year’s event. Janet will start to put a plan together and ask members for help and support.We are also planning an event to support patients with learning difficulties and neurodiversity to attend cancer screenings. This will probably be in November during the day - volunteers to help welcome. Janet is liaising with Justine Joy, Programme Manager for Cancer Screening, Learning Difficulties and Autism. Help will be needed to plan, choose a date, and on the day.  | Janet Daykin/Cathy AldredJanet Daykin/volunteersJanet Daykin/volunteers |
| AOB | * Thank you to Richard Aldred and Marcus Aldred for organizing and planting the summer begonias on the café balcony, which are looking lovely.
* The patient group information and photo on the practice website is out of date so we will look to update it.
* The social side of sustainability was discussed with the possibility of using the additional capital from the café for more groups to meet such as those which Janet is involved with. A potential singing group was also mentioned as well as walking for health. The PPG is going to investigate organising a blood donation event.
* To comply with GDPR all memos and minutes will be blind copied.
* Tony asked how many trainee doctors were placed with the practice. This information is available on the website. We currently have 11 trainees on placement from a period of 6 to 12 months.
* Discussion ensued concerning communication with specific medical practices and that of the possibility of liaising with the Springfield practice to join in any events scheduled.
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| Date of next Meeting | **Monday 11th August 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. |