**Minutes of PPG Committee Meeting 27th February 2014**

Present – Dr J Fitchett, Heather Canham, Geoff Moulds, Pat Haswell.

Apologies were received from Carolyn Necklen, Nicola Massey, Muriel Jones

No minutes were taken at the last meeting.

**Timing of future meetings** – PH raised the issue of afternoon meetings making it impossible for a large proportion of the population to consider membership of the group; it was pointed out that timing of meetings largely dictated by availability of venue – efforts to be made to find an alternative venue to enable timing to be rotated, alternating some meetings during the day, and others in the evening.

PH to investigate possible meeting room at the Conservative club, Geoff will enquire about Scout Hut in car park’

**Patient Survey** – Dr Fitchett advised that 100 completed surveys were returned – these were shared out between members of the committee to enumerate, to be returned to the surgery by Friday 7th or the very latest at the Allergy Awareness event.

**New members/resignations.** Heather Canham advised the committee that she will be moving away from the area, and tendered her resignation. Dr Fitchett expressed his regret, and thanked her on behalf of the practice and the committee for the sterling work which she has done. She assured the committee that she would endeavour to continue to support the work of the group until she actually moves if at all possible.

Despite several emails from Heather, there had been no further contact for a potential new recruit – details had been passed to Heather by Jane Steele

It is hoped that the article to be published in the Talk@Sileby magazine will attract new members – as an alternative to leaving contact details at the surgery a dedicated email address to be created for people interested to contact the committee,- address to be included in the Talk@Sileby article.

PH showed copies of the proposed article, which she had written in collaboration with Carolyn and it was agreed that Pat and Carolyn had created a very good article.

**Allergy Awareness Coffee Morning** Heather, Geoff and Carolyn arranging posters etc. Carolyn to be reimbursed for printing costs.

We are still waiting for Ruth to confirm she has managed to find a speaker.

Heather asked Geoff to contact Allergy UK for info leaflets, posters etc to hand out at the event. Especially important if we don't have a speaker!

Heather will contact playgroups, nurseries to advise parents about the event.

We will be buying cakes this time rather than bake so that there isn't any wastage.

Helpers were asked to be at venue 9.30 if possible.

**Future events** we need to prepare as far as possible a longer lead in time to ensure adequate preparations can be made, and Ruth knows well in advance so proper arrangements can be made for speakers, literature etc and can be made available. Heather to contact Ruth and advise that we are having another event on the 24th May for Autism Awareness.

**Any other Business** Geoff enquired of Dr Fitchett if he is now a permanent GP at the surgery – he replied in the affirmative. He was unable to answer further enquiries from Geoff.

**Date of next Meeting** 17th April proposed – will all members please advise if they expect to be available to enable an alternative date to be arranged if necessary. It is such a small group that it is **imperative** meetings can be arranged to suit maximum number of members. The next meeting is especially important as we will need to vote for another Chairman so a **full quorum is necessary.**