

**ADDINGHAM MEDICAL CENTRE.
151A, MAIN STREET
ADDINGHAM.
LS29 OLZ.**

PATIENTS PARTICIPATION GROUP.

The Minutes of the AGM held on Monday 23rd January. 2017.

Present: -Chris Acomb, Ann Bacon, James Bloomer, Alan Davies, Barbara Haigh (Minute Secretary/Treasurer). Margaret Norris (Chairperson), Elizabeth Polignone (Practice Manager), Emma Roberts, Melanie Taylor, Shirley Twigg, Vicki Wells, Dr Adil Suleman.

Apologies: - Carole Armitage. (email Secretary).

A warm welcome was given to Elizabeth (our new Practice Manager) and to Melanie - who has become a member of the PPG.

Election of officers.

- Alan asked for any nominations for Chairperson, only one person was nominated. Margaret stated she was willing to stand again, but only for one more term. After a year, Margaret informed the meeting she will not seek re-election. Alan reminded members, that Margaret had served on the original Steering Group which eventually became renamed as the PPG. Margaret was joint Secretary, for some years, when Gordon resigned owing to ill health, she was elected as Chairperson in January 2015. Margaret reminded the meeting we do need new members.
- Barbara was re-elected as Minute Secretary and Treasurer ,Alan and Margaret thanked Barbara for the work she has done in both roles – and requested their comments appear on the minutes.
- Carole was re-elected as email Secretary, both Margaret and Barbara stated that for some considerable time, no emails have been sent to Carole to distribute to members. (Almost going back to after Anneli resigned as email Secretary) This is to be investigated by Elizabeth.

Minutes of the last meeting

Vicki stated that under matters arising (fourth item down), that the woman concerned only asked if her leaflet could be placed in reception – not as stated to be included in the PPG leaflet.

It was then agreed, by all members that the Minutes of the meeting held on Monday 10th October 2016, were a true record.

Matters arising.

- Shirley has produced details of health and fitness in Silsden, but stated some more work needs to be done. Vicki has some contact details to be confirmed. Carole, Vicki and Shirley to arrange a meeting to discuss the final project, Carole also had agreed to do some graphics. No title to date has been agreed, Margaret thanked Shirley Vicki and Carole for the work they have done.
- Present display in reception – Alan had located a DVD, which is only 3-4minutes duration, giving the main symptoms. Dr Suleman suggested it should not be continuously played, but at specified periods of the day.
- Dr Suleman stated the recruitment of another GP is still ongoing.

Network.

Chris reported that the last meeting had been cancelled. Ann and Chris to attend the next meeting if the dates are convenient. (No known date at present).

Barbara stated she used to have a copy of the agenda and Minutes from Lizzie. Elizabeth to arrange for this to go onto the distribution list.

Treasurers report.

Prior to the meeting, Barbara had sent a copy of the Financial Statement for 2016 to members. The bank balance is as stated £408.33, however at the meeting Alan was reimbursed by cheque for £24.00 for the purchase of the DVD.

Screen in reception.

The screen (notifying a patient Doctor is ready to see them) can only be viewed by anyone sitting opposite, a new patient would not realise this. Members dismissed the idea of having two rows of chairs facing the screen. A suggestion was made, that when you sign in could a notice be visible, making the patient aware of the screen information. This Doctor Suleman will investigate.

Next event.

Possibly in May, Margaret suggested heart again the last time this was done was 2011 and was well attended. Alan agreed it was good to repeat an event after sometime. Members asked if they had any other suggestions, Diabetes was suggested maybe to be include in this event. However, it was decided to make Diabetes the next display in reception.

- Next event to be Heart, to include lifestyle. (title to be decided later).
- Possibly May 16th. (depending on the Memorial Hall and our speakers).
- Alan to speak from his knowledge as a First Responder, (with some anecdotal stories). Also, lifestyle if not covered by the other speakers.
- Dr Suleman to contact Dr Paul Smith – Cardiologist and arrange for a Cardiac Nurse as speakers.

Display in reception – Diabetes.

The present display is to stay in place until at least the end of February. Elizabeth to obtain leaflets on various aspects of Diabetes. (Some leaflets may be in the surgery from past displays, however phone numbers etc. may now be out of date).

Local Pharmacy opening Bank Holiday times.

Barbara stated years ago, this information was readily available in the Ilkley Gazette and Craven Herald, prior to the holiday, in recent years' information was available in the Craven Herald, but nothing for Ilkley. Sometimes no information was available for either areas. This last Christmas/New Year, Ilkley Chat and Addingham Totally Locally made available all information, even the local surgery times over that period. However, there are people who do not have access to a computer, could the Bank Holiday pharmacy arrangements - for both Ilkley and Skipton be made more widely available. Chris to investigate.

Any other business.

- A question was raised about on line prescriptions, initially the patient must go in person to the Surgery with proof of identity, to register and receive a unique password.
- To request medication (not on your usual prescription list) enquire at Reception.
- No more information since our last meeting from Martin Carr Public Governor for the Craven Area AGH Foundation Trust.
- Airedale Collaborative Care Team (A.C.C.T.) Their talk had been put on hold (Minutes 11th July 2016). However, Dr Suleman stated all the information they have, can be obtained from the Surgery.
- Margaret asked Melanie's permission for her address and contact details to be made available on the PPG notice board
- Elizabeth to update the PPG website, with the member's names, and to insert the October 2016 Minutes, (to include January 2017 Minutes).

DATE OF THE NEXT MEETING

Monday 24th April @ 7pm.

