

**Minutes of the Falkland Surgery Patient Participation Group Committee meeting held
on Monday, 16th September, 2024**

Present: Adrian Barker, (Chair)
Peter Davies (Vice-Chair & Secretary)
Bettine Bly (Treasurer)
Martyn Rees
Mark Betkowski (Practice Manager)
Terry Harrison

Apologies:
Adrian Edwards
John Curtis
Bob Hills

	Action
<p>1. <u>Minutes of the last meeting and matters arising</u></p> <p>Adrian B welcomed Terry to the Committee and everyone introduced themselves.</p> <p>The minutes of the meeting held on 11th July 2022 were agreed as a correct record.</p> <p>BB offered information on sending unused, in-date prescription meds to the Ukraine.</p> <p>Adrian B advised the meeting that he has not yet uploaded the bios to the website due to accessibility issues.</p>	
<p>2. <u>Financial Report</u></p> <p>Bettine reported that the PPG bank balance is currently standing at £656.24, this is after purchasing a professional banner for use at events and includes net proceeds of £21.91 from the raffle at the recent Open Evening.</p> <p>BB has investigated the cost of having flyers and leaflets professionally printed rather than Committee members bearing the costs by printing them at home. It was agreed that the costs quoted were not acceptable. MB kindly offered the use of the Practice printing facilities for up to 100 B&W and 75 colour items. It was agreed that any additional copies</p>	

<p>required could be printed by Committee members who would be reimbursed 15p per copy.</p> <p>A more detailed report from BB can be found in Appendix A</p>	
<p>3. <u>Patient Feedback</u></p> <p>Adrian B stated that there was not much to report in the way of feedback, however, the surgery had recently received two 5 star reviews on Google and a 3 star review on the NHS site.</p> <p>Adrian wondered whether we could do more to get feedback from patients. Although it might be hard to get a representative picture, it should be possible to obtain qualitative feedback. Mark agreed that would be useful.</p>	
<p>4. <u>Digital Initiative</u></p> <p>MR kindly agreed to head-up the Digital Initiative Project. MB suggested it start with the NHS app and Patient Access. MR and MB are to liaise on progressing the Digital Initiative Project (DIP)</p>	
<p>5. <u>Wash Common Community Festival</u></p> <p>This is covered in Appendix A</p>	
<p>6. <u>Surgery Update</u></p> <p>MB informed the meeting that so far 2,840 appointments had been booked for flu and Covid vaccinations at the Newbury RFC. He accepted the offer from the PPG to act as stewards.</p> <p>Shingles vaccinations are now available to all eligible patients.</p> <p>The issuing of medical review forms is to be replaced with an 18 month programme of “face to face” medical review meetings, to include blood tests, for those patients suffering long term conditions. This programme is due to commence in October 2024.</p> <p>The surgery is still awaiting confirmation of funding for the next financial year.</p> <p>The surgery is currently short of 2.5 PSA’s and recruitment continues to be a major challenge.</p>	
<p>7. <u>AGM and Open Evening</u></p> <p>It was agreed that a talk on the Musculoskeletal and Physiotherapy services offered by the surgery would be given at the AGM.</p>	

<p>AB reminded the meeting that he wished to stand down as Chairman at the AGM but would extend his term if a replacement could not be found.</p>	
<p>8. <u>Newsletter</u></p> <p>Suggested items for the next newsletter were an introduction of new Committee member Terry Harrison; a report on the PPG involvement with Park Run; and a feature on Martyn's DIP.</p> <p>9. <u>Patient Panel Update</u></p> <p>AB reported that not all PPG's produce newsletters, more surgeries appear to be using the "Anima" software and WBCH are investing in more portable scanners and increasing the size of the car park.</p> <p>10. <u>AOB</u></p> <p>Nothing to report</p> <p>11. <u>Dates of Future Meetings</u></p> <p>Provisional dates for future meetings are 13th January, 14th April, 14th June and 15th September.</p>	