

# THE VILLAGE PRACTICE

## PPG MINUTES

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7<sup>th</sup> February 2020 10.30 am

Meeting held at the Board Room  
The Village Practice

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### Present

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RW (Ch), FF (V/C) JH, GS, EK, JF and EG (The Village Practice)

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### Apologies

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RM, EM and CL

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### Approval of previous minutes

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The minutes of the previous meeting on 3/12/19 were approved

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### Discussion points and actions

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**Door hooks** – toilets – these will be fitted shortly – watching brief

**AF training** – **EK and JF** volunteered for training. EG to confirm whether the Practice would fund (carried forward)

**Rock FM Christmas appeal** – Photo (A3) and “thankyou” notice to be placed prominently in the Reception area notice board. **EK** to provide A3 photocopy

**New PPG leaflet** – **RW** to provide following input from other members

**Social prescribing** – Dr P had asked for this to be put on the agenda and had provided a paper outlining the principles. There was much discussion regarding how the PPG could support this ingoing agenda.

It was suggested that a sub-group could be established to concentrate on areas of social prescribing by signposting patients to special (potentially ongoing) events. There is some funding available to support such initiatives.

It was further suggested that the subgroup could be branded as “friends of the Village Practice”. The following members volunteered to meet to consider how the PPG could support social prescribing: - **FF; JH; EK; JF**. It was noted that other members may wish to be involved in initial discussions or future initiatives.

Possible areas of support included:

**Food bank at Christ Church Thornton**—signposting on PPG Board (but not actually collecting donations) **JH**

**JH** explained that the Church has a (non-denominational) community centre. Several members expressed an interest in attending a coffee morning there to see whether this might be something that patients could be sign-posted to.

**Thornton Library -EK** to speak to the library re potential

**Young Mums** meetings – **EK** to consider how this could be established (support of Baby Rover)

**Coffee mornings/book exchange** at the community room **FF/JH** – use of notice boards/FB/web site to promote

**Action – EG** to book the Community room on behalf of the PPG within the next 2 weeks

**Notice Boards** – EG now has access to the keys for the notice boards and agreement from the Thornton Practice to a re-arrangement of usage. **FF/JH and EK** agreed to start work on the notice board immediately after the meeting.

**Newsletter** – It was considered that the production of a quarterly newsletter should be a priority. Members would arrange a sub-group to meet prior to the next meeting to provide a draft. Volunteers requested.

**Diabetes event** – Unfortunately, Dr S has had to postpone this event. (carried forward to next agenda)

**Practice Staffing update – EG** provided a current staffing list. The PPG wished to record a welcome to new members of staff and looked forward to meeting the New Practice manager to a meeting as soon as this could be arranged.

**Retirement** - A long-term member of the Admin Team will be retiring at the end of February. **FF** to provide a card to be signed on behalf of the PPG.

**Complaints Procedure** – to be discussed with the new Practice Manager (carried forward)

**EG** – to provide a **PPG comments/suggestions box** (requested previously) to be sited in the Reception area

**PPG** – to devise a new questionnaire for use with PPG awareness raising sessions with patients. **RW/FF**

**Dementia training awareness session** – the Thornton PPG has invited members to attend this event on 26<sup>th</sup> March at the Community room. As there is a prominent speaker, there is a charge of **£5 per attendee**. This will be funded by the Village Practice – **EG to arrange. FF/JH/JF** to attend. **FF** to confirm this with the CH of the Thornton PPG.

**CCG Annual Conference – RW** provided details of this event to be held at Trinity Hospice (conference room) on **1<sup>st</sup> April 2020 9.am – 4 pm. FF/EK/EG** wished to attend. **EG to apply for 3 places.**

Nominations were invited for any of the awards celebrated at this event. It was considered that the PPG was not ready at this stage in its ongoing development to apply for award recognition.

**Local School** involvement with artwork for the Practice. Previous attempts to engage with The Sacred Heart Primary school regarding a health inspired art competition had not been successful. The group considered other alternatives. **EK** to approach both St Teresa's Primary School and Stanah School to explore possibilities. (carried forward – agenda)

**Badges for new members – EG** to procure

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**Confidential Items – non declared confidential**

**Next Meeting**

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6<sup>th</sup> March 2020 Board room

