

DUNSVILLE MEDICAL CENTRE

MINUTES OF PATIENT PARTICIPATION GROUP MEETING

HELD ON 3rd NOVEMBER 2004

Members of Staff Present

Dr A M Fisher GP
Joan Wright Practice Manager
Paulette Davis Reception/Dispensary Manager

Patients Present

Harry Newson	Brian Ross
Lyn Edson	Donald Deakin
John & Carol Anscombe	John & Patricia Chell
Frederick Fielden	Thomas & Jessie Hemstock
James Turner	Stanley & Doris Thompson
Brian Jackson	Mary Pinfold
Ronald Deeming	Geoffrey & Kathleen Letten
Douglas & Matilda Cunliffe	Ian Wright
Leslie & Hazel Etherton	

Joan Wright welcomed everyone to the meeting and gave a short resume of the inaugural meeting confirming that this meeting was to determine the committee members for the group.

Since the last meeting the group had been affiliated to N.A.P.P. by the practice, this is an annual membership. N.A.P.P. is the National Association for Patient Participation, the association provides help and information on how to set up a group. An information folder had been received and Brian Jackson had kindly gone through the information and picked out relevant points which he relayed to the meeting.

It had been agreed that committee members should be appointed and the following members were duly elected:-

Chairman	-	Brian Ross
Vice Chairman	-	Fred Fielden
Secretary	-	Kath Letten
Vice Secretary	-	Joan Wright
Treasurer	-	Brian Jackson
Vice Treasurer	-	James Turner
Committee Members	-	Geoff Letten Stanley Thompson Lyn Edson John Anscombe Carol Anscombe
Practice Representative	-	Joan Wright

It was noted that although some of the attendees at the meeting did not wish to be involved as members of the committee they still wished to be part of the group, it was agreed that a possible database be set up in the future to enable the committee to avail themselves of the expertise available as required.

Copies of the N.A.P.P. folder were to be generated so each individual committee member had their own copy **ACTION: JOAN WRIGHT**

It was agreed the meetings would be held monthly on the first Wednesday every month until the group was established.

A notice board was to be provided by the practice specifically for the Patient Group, a notice would be posted confirming the meeting dates and times as arranged.

It was felt that the group would like to visit other established groups within the area, Joan Wright agreed to contact the Practice Manager at Thorne to see if a visit would be appropriate to their group. **ACTION: JOAN WRIGHT**

It was agreed that Joan Wright arrange for a notice to be posted in the editorial section of the Thorne Gazette and Doncaster Free Press that a committee had been formed for the group. **ACTION: JOAN WRIGHT**

It was agreed the agenda for the next meeting would include the following items:-

- Group Name
- Constitution
- Rules
- Quorum
- Bank Account

Next meeting arranged for Wednesday 1st December at 6.30pm.