

DUNSVILLE MEDICAL CENTRE

MINUTES OF PATIENT PARTICIPATION GROUP MEETING

HELD ON 1ST JUNE 2005

Members of Staff Present

Joan Wright Practice Manager
Paula Farmer Data Management Officer

Committee Present

Brian Ross Chairman
Fred Fielden Vice Chairman
John Anscombe
Carol Anscombe

Apologies

Kath Letten
Stanley Thompson
Brian Jackson
Geoff Letten

Minutes of Previous Meeting

Were agreed as a true record

Matters Arising from Previous Minutes

Bank Account

The paperwork to open the account had not reached the bank, it was agreed the Treasurer would complete the papers again and re-submit.

Website

Brian Ross had undertaken some work on the website and gave a presentation to the meeting, it was agreed that Brian would meet with Joan and Paulette Davis at the practice in 2 weeks to agree the structure of the site.

Stairlift

The stairlift is to be installed on Wednesday 8th June 2005.

Fund Raising

Stan Thompson had provided Joan with details of the coffee morning to be held on **Saturday 23rd July 2005 10am to 12 noon**, there were 3 volunteers from the practice to assist on the day. The tickets have been printed at the surgery and will be on sale

immediately. Donations would be gratefully received for the tombola and raffle, notices would be displayed in the waiting area of the surgery advertising the function and also requesting donations.

Joan is to determine if a drug rep could sponsor the tea/coffee/biscuits.

Telephone System

The new system has been ordered, an installation date has not yet been finalised.

JULY 2005 MEETING

The next meeting will clash with the surgery team building day and will therefore be held on **WEDNESDAY 29TH JUNE 2005 AT 6.30PM.**

Any Other Business

Promoting the Group

A discussion was held on how to promote the group to increase attendance, it was agreed to discuss at the August meeting in more detail.

Post Dated Prescriptions

It was asked if the practice could issue post dated prescriptions for 4 items or more. Joan to take to the partners.

The next meeting will be held on Wednesday 29th June 2005 at 6.30pm