**MINUTES OF PPG MEETING [AGM] 26th February 2025 VENUE: Number 65.**

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| **PPG Members Present** | | |
| Initials | Organization Name |  |
| CB | Brockway |  |
| MC | Long Ashton | Apologies |
| DF | Backwell |  |
| BH secretary | Backwell |  |
| MK | Long Ashton |  |
| TM vice chair2 | Brockway | Apologies |
| VM | Tower House | Apologies |
| PN | Tower House |  |
| HO |  | Apologies |
| SP | Long Ashton | Not Present |
| PP |  | Apologies |
| AP | Tower House |  |
| RR a Treasurer | Brockway |  |
| BR | Tower House |  |
| RR o Chair | Brockway |  |
| JR | Tower House |  |
| DT Vice chair | Tower House |  |
| HW | Backwell | Apologies |
| PR | Operations Mgr TMG |  |
| GP |  |  |
| Guest |  |  |

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| 1 | **MINUTES OF PPG MEETING 28th January 2025**  **Membership and Attendance**  Apologies and those not present: See list above.  We welcomed guest Rosie Dykes from Nailsea School.  Agreed that the meeting was quorate.  We have received application forms from 4 people: Susan Pearson, Diane Scarborough, Jane Allen and Anne Garner. **BH to progress**. |
| 2 | **Minutes from previous AGM (19/9/23) and Matters Arising**  There was an action to create a new starter pack. The new committee and group in general had revised the Terms of Reference and updated the PPG web page. Currently new members get the NDA, Terms of reference and previous meeting’s minutes, but we are mindful that this may be too much for newcomers to the group, or for people considering joining us. MK suggested a tripart A5 leaflet that could be kept in surgeries. PR felt that TMG was trying to reduce printed matter. Agreed that a leaflet like this would be very helpful to have at Events. **Committee to draft at the next committee meeting and circulate.**  BH pointed out that a further action to review diversity of meetings and materials in terms of wealth and poverty was in the last AGM minutes. **Committee agreed to consider.**  There was a suggestion that PPG members could spend a day in the waiting room talking to patients to gather views and talk about the PG. **Agreed to consider logistics of this and report back** |
| 3 | **Chairs Report**  This had been circulated prior to the meeting and was accepted. See appendix 1 |
| 4 | **Financial Report**  This has been circulated before the meeting and was accepted. See appendix 2  ReR also reported that there had been no change in finances since the end of 2024.  Ref moving banks because of bank charges, the application to NatWest had been submitted and was pending approval  2024 shows no income from Tyntesfield as there were still funds available to facilitate the running of the group, partly because we had not paid venue fees since using No65 High Street. There is a pending insurance issue which may require us to request further funds. |
| 5 | **TMG Report**  This was circulated prior to the meeting and was accepted.  PR also submitted this update on actions from the January meeting:   * Responses to the suggestions from the boxes. All sites have had their responses added to the board in the wating areas. * Ideas for the stall in July – to be expanded on ready for the meeting in March   + Blood Pressure   + PSA testing process   + Frailty and Falls   + Wellbeing team   + Death Administration * Health Watch – Pharmacy First Survey   + TMG will text a link for responses * Help for Patients   <https://www.bbc.co.uk/news/articles/cwy183p3lg2o>  This is similar to what our dietician has in his plan to progress. Diabetes and Chronic Pain, is the steer for the next couple of months. |
| 6 | **Election of Committee**  The existing committee had all agreed to stay on and as there were no proposals for alternatives, the committee was re-elected until February 2026.  There was some discussion around length of tenure. The ToR stipulates a 3 year term at the end of which committee members must stand for re-election. However, the current committee have already been in place for 17 months as the previous AGM had been brought forward to September 2023. Suggested that the 17 months be counted as 1 year. The motion was proposed by DR, seconded by CB, and passed unanimously.  PR acknowledged that it had been hard work for the new committee and voiced anxiety that we risked having the similar scenario of ‘All Change’ in 2027 with the possibility that all committee members would stand down together. RR said that the 3-year tenure could be extended, or people could stand down earlier if they needed to. We would work to ensure a smooth handover. |
| 8 | **AOB:**  JR asked whether we were happy that he circulates Health Watch to us and asks us to circulate further. PR said that they were reluctant to over communicate with patients but would always circulate relevant materials. BH asked whether it would be appropriate to circulate beyond PPG using social media platforms.  DT asked PR whether performance indicators such as appointments offered, appointments not taken and appointments missed could be made available. PR said that although some business data was collected, it would be further work to collect more and as these issues were not seen to be problematic at TMG, she questioned their relevance.  BH asked whether ‘reminder texts’ had improved missed appointments and whether all appointments generated reminder texts. **PR to check**  RR talked about the 3 events in progress:  Children’s Mental Health in March  Age Without Limits in June  Nailsea Farmers Market in July. **Committee to bring a plan to the March PPG meeting**  RER asked whether the poster had gone up in LA, PR said that it had certainly been sent. MK complimented TMG on the notice boards in all the surgeries, the boards were clear and very tidy, with excellent information. |
| 9 | **NEXT MEETING**: Tuesday 25th March  **AT**: 7pm  **MEETING LOCATION**: No 65 High Street |