**Minutes of the Patient Participation Group**

**Bower Mount Medical Centre**

**Tuesday 3 December 2019**

Present:

 Christine Sachs

 Dawn Brightman.

 Deborah Langworthy

 Elizabeth Chapman

 Eric Willcock

 John Horne

 Lynne Baker

 Margaret Gatehouse

 Martin Geary

Apologies: Lizzie Ballagher

 Dr Hannah Ladd

 Gillian Humphreys

Michael Jefferies

1. **Minutes of the Last Meeting:-**

 Agreed.

Noted PPG meeting 24 September 2019 Margaret Gatehouse had been in attendance and apologies had been received from Dr H Ladd.

2. **Matters Arising:-**

**Noted –** paragraph 3c of previous Minutes name Deborah Langworthy to be replaced with Dawn Brightman.

Reply received from Arriva regarding Park and Ride routes. Arriva clearly had no incentive to consider changing the current arrangements.

 **a. Newsletter**

The newsletter continued to be under consideration and would be reviewed again in the New Year. Suggestions included a short version of news information perhaps in the form of a laminated sheet available to read in the Surgery waiting rooms. Information could also be made available on the website.

Lynne Baker asked for any feedback on the new Surgery website to be emailed to her at lynne.baker@nhs.net .

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 **b. Fundraising**

Tesco paperwork to be completed and submitted again in the New Year (EC).

Golding Homes had advised that we may apply for further funding from January 2020.

KCC Combined Members Grant – DL reported that every year KKC helped community projects across Kent by using the **Combined Members Grant** with funding. **Funding** is divided equally across Kent's 12 districts. Each county councillor can award £20,000 in **grants.**

Noted NFU funded grants for the community worth £250 could be considered.

**c. Future Talks**

Agreed that an improved method of advertising Future Talks continued to be essential before any further talks arranged.

**d. Patient Cap Review**

Currently open list.

3.  **West Kent Clinical Commissioning Group -** Nothing to report

4. **Chairman’s Report:** Copy available on request.

 5..**Election of Officers:**

 Chair – Elizabeth Chapman

 Vice-Chair - John Horne

 Secretary - Christine Sachs

 Treasurer - Michael Jefferies

 CCG Rep. – Dawn Brightman

 Newsletter - PPG as a group.

 PR (Talks) - Deborah Langworthy

6. Any Other Business:-

1. Review system of booking in early morning patients to Surgery.
2. JH mentioned poor lighting in waiting room. LB confirmed this is being addressed.
3. DB mentioned small lettering on screen messages and requested this be enlarged for easier reading.

**7. Date of Next Meeting** – Tuesday 24 March 2020 at 16.45pm