

**Minutes of the Patient Participation Group**  
**ANNUAL GENERAL MEETING**  
**Bower Mount Medical Centre**  
**Tuesday 27 November 2018**

Present:-

Christine Sachs  
Deborah Langworthy  
Elizabeth Chapman  
Margaret Gatehouse  
Dawn Brightman.  
Michael Jefferies  
John Horne  
Barbara Upton  
Karen Marson  
Gillian Humphreys  
Dr Linda Morgan  
Martin Geary (New member welcomed to the meeting)

Apologies: Lizzie Ballagher  
Dr Hannah Ladd  
Eric Willcock

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

**2. Matters Arising:-**

**a. Newsletter**

Work in progress.

Deborah shared with the PPG that she understood that Sevenoaks Surgery both printed and distributed by email 8,600 newsletters to patients. Karen Marson was asked to contact the Sevenoaks Surgery Practice Manager for further details.

**b. Fundraising**

Awaiting to hear from the Surgery regarding the next fund-raising project. Noted a FeNo machine would be a great asset to the Surgery however the ongoing costs of the testing had to be carefully considered.

Tesco paperwork completed and submitted and we may now apply again for funding. Also, Golding Homes advised that we may apply for further funding from January 2019.

The Flu Clinics held on Saturday morning 6 October and 13 October 2018 had raised £319 from the raffle and refreshments. Agreed to review next year the coffee and cake selling element of the morning.

Our bank account is currently £951.36p.

### **c. Future Talks**

A talk at the Surgery from Involve was imminent. Deborah would explore future talks on nutrition, strokes and One You in the New Year.

Liz reported that the Surgery cluster of PPG Chairs met four times a year and rotated to each Surgery. The idea was to share information and improve communications.

## **3. KCCG**

Dawn provided an update from the West Kent Clinical Commissioning Group.

Meeting held on 13 November 2018 at Hadlow Manor Hotel. This meeting considered the impact on Kent and Medway county-wide and those patients that live on the borders to the changes in specialist services in East Kent. There was also a presentation on the new End of Life patient information booklet. The presentation was given by the Senior Commissioner at WKCC who is the lead for End of Life care. The new booklet was for patients and carers and covered end of life care in West Kent. Dawn had brought a few copies back for the Surgery.

Governing Body meeting October 2018. Ian Ayes, Managing Director for the Medway, North and West Kent (MNWK) CCG's reported that the CCG had received the first of this year's planning letters from NHS England. There was an increasing emphasis on developing a system-wide plan which would require working in strong partnership with other providers.

A copy of the WKCCG meeting minutes is available on request.

## **5. Chair's Report**

Tabled. Copy available on request.

## **6. 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

7. **Any Other Business:** None

8. **Date of Next Meeting** – Tuesday 12 March 2019 at 16.45pm