

Meeting Minutes

MEETING TITLE:	EPPG	VENUE:	ECCLESFIELD
DATE:	2 AUGUST 2011	TIME:	1.00 P.M.
MINUTES PRODUCED BY:	Name: TRICIA MALLIN	Title:	SECRETARY

ATTENDEES:	
Name	Title
Doris Stow	Chair
Andrew Stafford	Vice Chair
Tricia Mallin	Secretary
Angie Dickinson	Practice Receptionist
Simon Kirby	Practice Business Manager
Andrew McCoye	Practice Doctor
Shaun Toulson	Member
APOLOGIES	
Rena Jepson Vicki Kiddy Kerry Newton Michelle Payling	

MINUTES AND ACTIONS

Minutes and Matters Arising	Action
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Doris opened the meeting welcoming all. The minutes of 12 July 2011 were read and verified.

Treasurer's Report – As Joyce had not attended meetings lately, Simon informed the group that our funds now amounted to £1101.68 including £300.00 which had been kindly donated by the Jeffcock Memorial Trust. As no contact from Joyce had been made, Simon said that he would write and ask her to sign the RBS banking mandate for updating purposes.

Following on from extensive discussions between the attendees regarding allocating saved funds it was unanimously decided that two Children's Play Cubes, one for each site, and several Pulse Oximeters, for all Doctors visiting patients, would be purchased as soon as practicable. Simon and Kerry would be asked to undertake these purchases.

The request received through the suggestion box for a out of hours prescription post box stationed outside the main gates has been acted upon and is now in place at Ecclesfield.

Terms of Reference – The TOR was read out by Simon and discussed by the group. To enable the TOR to be discussed in greater detail at the next meeting, Simon would distribute the TOR with any amendments that had arisen from our discussions. It was further suggested that in order to facilitate any future e-mail surveys a breakdown of demographics would be required.

Prior to the AGM 6 September 2011, Andrew Stafford is to update committee job descriptions and furnish Doris to circulate to the group members. Anyone wishing to propose candidacy for committee positions will be required to submit their applications direct to Doris as Chair. Tricia will e-mail voting slips to enable a secret ballot to take place.

It was proposed that we should consider changing the groups name to Ecclesfield Patients Reference Group in line with the DES.

As for recruiting new members we need to gain members across the demographic of the practice, so that views are representative of the patients as a whole.

Doris also suggested we have a survey of ex-hospital patients to ascertain if the services available from the practice, met with patient's requirements and by having this information can we influence the PCT and successors in the North Sheffield area. We also need a database of patients across all age groups willing to regularly contribute to future surveys.

Suggestion Box - Comments received were of the usual features we had previously received. Monotonous music playing in surgery waiting room – It was suggested that it be changed back to Radio 2.

Play materials would be covered by the purchase of the play cubes.

Any Other Business – Doris had written a letter of thanks to Jeffcock Memorial Trust for their kind donation, and also informed the group that the Trust are willing to support us in any future fund raising.

EPPG Annual General Meeting 6 September 2011 followed by ordinary meeting. The two meetings are scheduled between 1.00 and 3.00 p.m. at Ecclesfield.

Doris closed the meeting thanking all who attended.