



Minutes of the Friends of the Crawley Down Health Centre (PPG)

Meeting number 37 - Tuesday 5th June 2018 DRAFT

Present: Glynn Roche (GR), Peggy Close (PC) Treasurer, Dave Close (DC), Bob Johnson (BJ), Judith Dayus (JD), Caroline Custard (CC), Eileen Dyer (ED), Richard Dyer (RD), Florrie Grimwood (FG), Elena Golubchenko (EG) (Minutes)

Agenda Ref:		Action
1	<u>Welcome & Apologies</u> Apologies: Dr. Dan Jefferies (DJ), Debra Surallie (DS)	
2	<u>Minutes of Meeting Tuesday 3rd April / Matters Arising</u> Actions under items 4, 5, 6 are ongoing with GR. Action 6 also ongoing with DJ and DS re Sample Fridge and List of equipment items up to the value of £2,000. All other actions have been done from the previous minutes. Minutes of previous meeting proposed by FG and seconded by JD.	
3	<u>Chair persons Annual Report</u> GR presented the Chairpersons Annual report and this was accepted. GR thanked Bridget Woodward for her excellent contributions to the success of the PPG.	
4	<u>Annual Accounts and Financial Position</u> PC presented the annual accounts, see attachments. Current funds stand at £1,946.77.	
5	<u>Committee Membership / Elections</u> No changes had been proposed prior to the meeting or indeed in the meeting. All existing committee members confirmed they are happy to serve for the coming year.	
6	<u>Fundraising / Next Equipment Project</u> Agreed to not attend this year's village fayre owing to holidays and availability to support on the changed date for 2018. PC to advise the organisers.	37-01: PC to advise the fayre organisers.

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	<p>PC is planning to run another coffee morning in the Autumn – date to be confirmed.</p> <p>DC & PC identified the possibility to run a teddy based fundraising project (a Teddy Grid).</p> <p>JD suggested the possibility to sell toys for fundraising in the Table Sessions.</p> <p><u>Next equipment project</u></p> <p>BJ reminded the committee on the importance of the list of equipment to purchase to £2,000 and priority what to fundraise it towards.</p>	<p>37-02: CC to check with DS on suitability for selling toys.</p>
7	<p><u>Newsletter</u></p> <p>All agreed to put out a newsletter in September and prepare contributions by the end of August. CC and EG offered to provide articles. Also agreed to publish in December.</p> <p>GR agreed to contact the editor of the Turners Hill Parish News re newsletter distribution.</p> <p>EG agreed to look into printing costs as an alternative to self-service – given the rising costs of consumables.</p>	<p>37-03: CC and EG to provide articles</p> <p>37-04: GR agreed to contact the editor</p> <p>37-05: EG to look into printing costs</p>
8	<p><u>Printer</u></p> <p>Deferred to next meeting.</p>	
9	<p><u>Table at the surgery</u></p> <p>The possibility to have the table on different days and times of the week were discussed. GR to agreed to discuss with DS.</p>	<p>37-06: GR to agreed to discuss with DS.</p>
10	<p><u>Suggestion Box Maters</u></p> <p>No suggestions recorded.</p>	
11	<p><u>Village Fayre</u></p> <p>Discussed above see item 6.</p> <p><u>Wellbeing Workshop</u></p> <p>CC identified that that she is working with Liz Logan is arranging a local Wellbeing Workshop in conjunction with AgeUK and raised the possibility for the PPG to support and/or take part in future events.</p> <p>CC to update at next meeting.</p>	

Agenda Ref:		Action
12	<u>AOB</u> GR identified that the practice had stopped delivering prescriptions to Costcutter and other convenience stores owing to GDPR.	
11	<u>Dates for Next Two Meetings:</u> 14 th August 2018 – at 1830 at the surgery. 16 th October 2018 – at 1830 at the surgery.	



Friends of Crawley Down Health Centre

Co-Chairpersons Report – 2017/18

In the last year we have again made significant progress in our mission to support patient engagement for the Crawley Down Health Centre. This report sets out to highlight the main activities and outcomes for the PPG of the past year.

Patient Engagement

We published 2 newsletters, each delivered in printed form to around 3,000 homes within the practice area and published online. We have been encouraged each time by the feedback that has been received and will continue with this activity while also being mindful of the costs of production in terms of printer maintenance, materials and volunteers time.

The Surgery Table initiative, where PPG Committee members set up a desk in the surgery reception and meet patients, has proved very successful through the year. The Patient Table runs approximately monthly and has brought valuable insights on patient experience and what works well and what could be improved.

Our website www.friendsofcdhc.co.uk has continued to operate and provide a means for community members to engage with the PPG and the practice and also for the practice and healthcare providers to share information. We have taken action to ensure it is GDPR compliant.

We are looking for more ways to engage with the community to enable even more sharing of patient experience and insights and welcome suggestions at all times.

Fundraising

2017/18 has been our most successful year to date for fundraising.

As a reminder, we raise funds for two main purposes:

- Running costs for the group – principally the production costs for the newsletters and maintenance of the printer acquired in 2014 and this also supports the cost of running the web site.
- Supporting the patient community through acquisition of equipment for the surgery that directly benefit patients but which are beyond what the surgery itself can fund. See below for more information.

With these goals in mind numerous activities have taken place including; a stand at the Village Fayre, proceeds from mobile phone recycling, coffee mornings, collections and other activities.

Participation in these events and generous donations have led to this excellent result. No grants or

community funds were received during the period. We are truly grateful for the fantastic work done by committee members and friends in making this happen.

Equipment Projects

Our focus in this activity is to identify areas where, with additional equipment, the surgery can provide a better patient experience than is currently possible with NHS funding.

In the last year our fundraising activities have enabled us to provide the surgery with a “connected” ECG machine which has numerous advantages for patients our doctors and nurses.

Finances

Through the excellent fundraising efforts of the committee we closed the year having increased funds by £782.25 to £1,536.36. The 2 largest items of expenditure through the year were the ECG machine provided to the surgery (£2,025.75) and newsletter production (£994.96). Please see the financial statements for details.

Committee Membership

As announced in last year’s report, Peter Dodds has retired from the committee having previously (and very kindly) deferred this decision for an additional year. We are still searching for someone who is willing to be co-chair and welcome applications.

In the course of the year there have been other movements in the committee with the departure of Nora Frost and Najma Osman last year and Molly Tavani in 2018. Both will be missed and we are very thankful for their contributions, especially Molly’s drive for fundraising. In the same period we have welcomed Elena Golubchencko who has joined and taken up the role of committee secretary with great enthusiasm and also represents us at the CPRG. We would also like to thank Frankie Dodds for stepping up to take minutes in our meetings while were without a committee secretary.

Looking Forward

2018/19 presents new opportunities for patient engagement and new challenges for us to fund and support these activities.

On patient engagement we will continue to work to help the NHS connect with patients to increase awareness of the work being done to drive healthcare forward and, importantly, to obtain feedback on these initiatives. We are already looking into the next equipment project and will publicise progress as it happens.

Funding is always a challenge and we will continue to look for the most efficient ways to operate and the most effective ways to fund them. As always we are grateful for all contributions and innovative approaches to support this activity.

Glynn Roche (current sole Co-Chair)

Friends of Crawley Down Centre End of Year 2017 - 2018
Income and Expenditure Account
April 2017 to 31st March 2018

	Income	Expenditure	
M.Travani	495.00	Dodds/Stationery	994.96
V.Fayre	134.00	V.Fayre	15.00
Xmas Fayre	N/A	Hall /Auck	10.00
Phones	476.90	intern Site/Ground	118.80
C/Morn	770.50	NAPP	40.00
Donations	1330.00	ECG Machine	2024.75
A/Tea	307.10	Total	3203.51
Cart/Save CR/Dodds	248.82		
Re-inburse	118.80 S/Ground		
Deli	37.00		
Toys Judith p/o	50.00		
Total	3968.12		

Bk bal bfwd 2017	£754.11
Income 2017/18	3968.12
Less Exps	3203.51
Bank Bal @31st.March 2018	1518.72

Petty cash being held by treasurer	17.64
Total	1536.36