



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

Meeting number 42 - Tuesday 2nd April 2019

Present: Glynn Roche (GR), Peggy Close (PC) Treasurer, Dave Close (DC), Bob Johnson (BJ), Caroline Custard (CC), Richard Dyer (RD), Eileen Dyer (ED), Elena Golubchenko (EG), Julie Cooper (JC), Dr. Dan Jefferies (DJ), Mary Ealing (ME)

Agenda Ref:		Action
1	<p>Welcome & Apologies</p> <p>Minutes: Glynn Roche (GR)</p> <p>Apologies: Elena Golubchenko (EG), Debra Surallie (DS), Sue O'Hara (SO), Judith Dayus (JD), Julie Cooper (JC)</p>	
2	<p>Minutes of last Meeting / Matters Arising</p> <p>Proposed: Bob Johnson (BJ)</p> <p>Seconded: Richard Dyer (RD)</p> <p>Completed / Closed Actions</p> <p>38-12: DS to write an article on DNA stats. Done.</p> <p>39-08: DJ to ask Dr Osoba to write an article on waste in medicine management Deferred until later in the year.</p> <p>40-01: GR and DS to coordinate re purchases. Done.</p> <p>41-00: PC to liaise with DS re VAT. VAT arrangements clarified. Closed.</p> <p>41-01: DJ provided jewellery plus household items. Done.</p> <p>41-03: PC following up on coffee morning possibilities. Done.</p> <p>b GR to obtain Did Not Attend stats. Done.</p>	<p>Open Actions</p> <p>38-11: EG article on the Urgent Treatment Centre. Ongoing.</p> <p>38-14: DS to look into photos of the doctors. Ongoing.</p> <p>38-15: GR to explore poster options promoting what we have done, what we are working on etc. Ongoing.</p> <p>39-10: EG to provide the leaflet for the NHS referral Service. Ongoing.</p> <p>40-06: GR to collaborate with DS on email lists, data consent and questionnaires content. Ongoing.</p> <p>41-02: CC investigating WHS options.</p> <p>41-04: CC and JC will engage contacts in Sharpthorne</p> <p>41-05: JC will contact Sharpthorne parish</p> <p>41-07: GR to print last newsletter and pass to CC. Ongoing.</p> <p>41-08: GR to explore ways to make the box more visible / accessible.</p>

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		<p>41-09: GR survey action. Ongoing.</p> <p>41-10: CC investigating Horsham event</p> <p>41-11: EG to continue investigation</p> <p>41-12: BJ exploring TH Park options in the April AGM of the TH Park residents association.</p> <p>41-13: RD to engage DS re badges. Ongoing. Checking options without the logo to allow larger font size for names.</p> <p>41-14: DJ checking on music rights and playing them in the surgery. Ongoing.</p>
3	<p><i>Financial Position</i></p> <p>Current funds stand at £1,518.72 in the bank plus £17.64 in cash.</p>	

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4	<p><i>Fundraising / Next Equipment Project</i></p> <p>Table top sale at The Haven Centre raised £56.24. PC thanked DJ and JD for their support with items that were sold.</p> <p>Discussed the need to identify new items that could benefit patients but which are outside the scope of NHS funding. These would be potential fundraising goals.</p> <p>The Village Fayre has been reinstated and is on 7th September 2019. agreed that the PPG should participate subject to having enough support from the committee members.</p> <ul style="list-style-type: none"> • To participate a suitable gazebo will be required and options to purchase one will be investigated. • All to consider fundraising options and decide at the next meeting. <p>The opportunity for another coffee morning was considered and date to be agreed at next meeting.</p>	<p>42-01: DJ to identify potential items.</p> <p>42-02: RD, ED, PC, DC, ME indicated availability to support.</p> <p>42-03: PC to submit application.</p> <p>42-04: RD (?) investigating gazebo prices.</p> <p>42-05: All to consider fundraising options.</p> <p>42-06: Dates for next coffee morning.</p>
5	<p><i>Newsletter</i></p> <p>Newsletter to go out for May.</p> <p>New distribution channels being sought. Chair of Domewood Residents Association to be contacted.</p>	<p>42-07: GR to assemble and produce.</p> <p>42-08: GR to contact Chair of Domewood RA.</p>
6	<p><i>Table at the surgery</i></p> <p>No specific items to record.</p>	
7	<p><i>Suggestion Box Matters</i></p> <p>GR suggested we look into making the box more visible.</p>	
8	<p><i>Patient Engagement Plan</i></p> <p>Discussed the challenge and how this is not a natural drive for patients to engage. All agreed to consider ways in which we can increase engagement and discuss at next meeting.</p>	<p>42-09: All to consider ways to increase engagement.</p>

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	GR has suggested to run Patients survey around May/June time. Privacy / consent to be considered.	42-10: GR to distribute previous survey to the committee members.
9	CPRG Update EG not present. Update at next meeting.	
10	Planning for AGM in June GR to ensure the AGM is notified in the newsletter and place the notice on the PPG noticeboard in the surgery.	42-11: GR to arrange notifications.
11	Practice Update DJ updated the meeting including the Modality Partnership. Short article on Modality to be included in the newsletter.	42-12: DJ to prepare short Modality article.
12	AOB GR mentioned Kooth, a service focusing on young people's mental health.	
13	2019 Meeting Dates <i>4/6/2019 (AGM), 6/8/2019. 1/10/2019, 3/12/2019.</i>	