



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

Meeting number 43 & AGM - Tuesday 2nd July 2019 DRAFT

Committee Members: Glynn Roche (GR), Elena Golubchenko (EG) Secretary, Julie Cooper (JC), Peggy Close (PC) Treasurer, Dave Close (DC), Bob Johnson (BJ), Mary Ealing (ME), Sue O'Hara (SO), Judith Dayus (JD), Caroline Custard (CC), Richard Dyer (RD), Eileen Dyer (ED), Dr. Dan Jefferies (DJ), Debra Surallie (DS)

Agenda Ref:		Action
1	<p>Welcome & Apologies</p> <p>Minutes: Elena Golubchenko (EG)</p> <p>Apologies: Sue O'Hara (SO), Judith Dayus (JD), Julie Cooper (JC), Richard Dyer (RD), Eileen Dyer (ED),</p>	
2	<p>Minutes of last Meeting / Matters Arising</p> <p>Proposed: Bob Johnson (BJ)</p> <p>Seconded: Mary Ealing (ME)</p> <p>Completed / Closed Actions</p> <p>41-02: CC investigating WHS options. Done.</p> <p>41-04: CC and JC will engage contacts in Sharpthorne. Done.</p> <p>41-05: JC will contact Sharpthorne parish</p> <p>41-07: GR to print last newsletter and pass to CC. Done.</p> <p>41-10: CC investigating East Grinstead Wellbeing event</p> <p>41-14: DJ checking on music rights and playing them in the surgery. DJ identified that the PRS licenses are too expensive.</p> <p>42-01: DJ to identify potential items. Done.</p> <p>42-02: RD, ED, PC, DC, ME indicated availability to support. Done.</p> <p>42-03: PC to submit application. Done.</p> <p>42-04: RD (?) investigating gazebo prices. Agreed for Dave to purchase 3x3m for £76. Done.</p> <p>42-05: All to consider fundraising options. Ongoing.</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>41-08: GR to explore ways to make the box more visible / accessible. Ongoing.</p> <p>41-09: GR survey action. Ongoing.</p> <p>41-11: EG to investigate East Grinstead September wellbeing event.</p> <p>41-12: BJ exploring TH Park options in the April AGM of the TH Park residents association. Ongoing.</p>

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	<p>42-06: Dates for next coffee morning. Planned at Auchinlech 3rd October.</p> <p>42-07: GR to assemble and produce. Done.</p> <p>42-11: GR to arrange notifications. Done.</p> <p>42-12: DJ to prepare short Modality article. Done.</p>	<p>41-13: RD to engage DS re badges. Ongoing. Checking options without the logo to allow larger font size for names. Ongoing.</p> <p>42-08: GR to contact Chair of Domewood RA. Ongoing.</p> <p>42-09: All to consider ways to increase engagement.</p> <p>42-10: GR to distribute previous survey to the committee members. Ongoing.</p>
3	<p><i>Chair persons annual report</i> Glynn presented. Copy attached.</p>	
4	<p><i>Financial Position</i> Current funds stand at £1,518.72 in the bank plus £17.64 in cash.</p>	
5	<p><i>Committee membership / elections / constitution changes</i> No notices were provided before the meeting.</p>	
6	<p><i>Fundraising / Next Equipment Project</i> 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. DJ identified two candidates that were identified by the team as potentially beneficial:</p> <ol style="list-style-type: none"> 1. Application with a camera to show patients that their ear syringe treatment has been effective. Approx. £25 + VAT. 2. Pulse oximeter for infants. Valuable to measure blood oxygen levels for babies. Approx. £550 + VAT + consumables. <p>Turners Hill Fayre 21st July. Table cost is £10. Agreed to go ahead with it.</p>	<p>43-01: DS to obtain more details on the products and total costs for a decision to be made.</p> <p>43-02: DJ to continue identifying further goals that would benefit patients and their treatment.</p>

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	<p>Proceeding with the Village Fayre on 7th September 2019. agreed to form a sub committee with DC, PC, RD, CC, EG to progress plans.</p> <p>Coffee morning 3rd October at Auchinleck.</p> <p>Haven Centre table sale. 14th October.</p>	
7	<p>Newsletter</p> <p>Newsletter was sent out in May.</p> <p>Agreed to run 2 per year use the name of the season rather than the month. Plan for next edition to be agreed.</p> <p>New distribution channels being sought. Chair of Domewood Residents Association to be contacted.</p>	
8	<p>Table at the surgery</p> <p>BJ identified feedback about joined up service and why blood tests were performed elsewhere.</p> <p>Suggestion to communicate more information on missed appointments.</p> <p>Question about staff parking at the front of the building. DJ explained this was a visiting staff member and there is a challenge as parking is limited on the site and parking in the surrounding roads (Hophurst Drive) generates complaints.</p> <p>Reminder to have photos of the doctors on display. DJ looking into using the photos recently taken for Modality.</p>	<p>43-04: DS to provide the provide the DNA figures so it can be shared.</p> <p>43-03: DJ to investigate use of photos to be displayed.</p>
9	<p>Suggestion Box Matters</p> <p>Suggestion to use royalty free music in the reception area.</p> <p>Agreed to explore making the box more visible.</p>	<p>43-05: GR to look into options for increased visibility</p>
10	<p>Patient Engagement Plan</p> <p>Discussed representation the wellbeing event in September in East Grinstead and possible co-operation with other local PPGs.</p>	<p>43-06: EG to investigate and participate.</p>

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11	<p><i>CPRG Update</i></p> <p>DS will share survey info with GR.</p> <p>EG raised the possibility to create a PPG locality group in the East Grinstead area. This has been in other areas.</p>	<p>43-07: DS to send info</p> <p>43-08: DJ to share PPG chair contact details with EG and GR.</p>
12	<p><i>Practice Update</i></p> <p>DJ updated the meeting on practice news and mentioned the need for patients to keep their mobile numbers updated.</p>	
13	<p><i>AOB</i></p> <p>BJ mentioned that the box for prescription collection at TH Park had been stopped. DJ will investigate.</p>	<p>43-09: DJ to investigate.</p>
14	<p><i>2019 Meeting Dates</i></p> <p><i>1/10/2019, 3/12/2019.</i></p>	