

**St James Medical Practice
Patient Participation Group
Minutes of AGM held 20th September 2017**

1 – Present: -

Theresa Banks (TB) Julia Bateson (JB) Paula Bell (PB) Jane Chase (JC) Pat Fraulo (PF)
Stella Gutteridge (SG) Ian Gutteridge (IG) Joyce Hunter (JH) Derek Hunter (DH)
Colin Johnston (CJ) Simon Temple (ST) Dr. Frank Tigchelaar (FT) Marion Tyrrell (MT) Roy
Tyrrell (RT) Margaret Worledge (MW)

2 – Apologies: -

Enid Bright, Richard English, Penny Hipkin, Mary Large, Anne Lemmon, Alistair Milner,
Rachel Seakins, Pat Simpson.

3 – Minutes of AGM September 2016: -

The Minutes were taken as read and passed unanimously, Proposed MW, seconded PF.

4 – Matters Arising: -

There were no matters arising.

5 – Chairman’s Address: -

The Chairman reported that the past year had been an active one for the Group.
Several guest speakers had given interesting and informative presentations at our
meetings, and these had been followed by lively question and answer sessions.
The Christmas cake and craft stall had been very successful and a similar event had been
held during the PPG Awareness Week in June.
IG stressed that the PPG played a useful role in the Practice and events for the coming year
had already been discussed in committee.
MW thanked the Chairman for his leadership and input during the year which was greatly
appreciated by all members.

6 – Treasurers Report: -

SG presented the accounts for last year which showed a steady income of about £20 per
month from book sales and a good result from the Christmas cake stall.
The Group donated a total of £1438 to the surgery during the year which enabled them to
buy equipment for patient treatment.
A copy of the accounts is attached.

7 – Election of officers: -

IG explained that no nominations for the posts of Chairman, Treasurer, and Secretary had
been received and whilst the present holders were prepared to continue this would require
a change to the constitution of the Group.
A proposal to this effect was put to the meeting, proposed TB, seconded PF, which was
passed unanimously.
IG asked if any members would be willing to join the committee and TB volunteered.

8 – Practice update: -

ST gave the update of practice news. Dr. Tigchelaar has returned to duty, a new registrar,
Dr.Megan, has started, but Dr.Antonia Moussakou is still away on maternity leave.

The planned new premises will no longer have a minor injury unit because of NHS changes in A&E departments at Hospitals.

A quarterly staff newsletter has been started and a staff comments box is also available. The Endoscopy unit has been re-branded as St. James Diagnostic Services and now belongs to the practice.

The equipment donated by the PPG was proving very helpful in patient treatment. The spirometer measured lung function and more patients were able to have ear syringing following the purchase of two machines.

CJ asked about the changes made in repeat prescriptions and several members commented on this point. ST said he would look into this matter and let IG know why it had been introduced.

A new phone system has been introduced which informs callers about the queue length when a call is put on hold and all calls to the surgery are now recorded.

IG gave details of forthcoming events.

These included a bowel cancer awareness day for June 2018, and a Christmas cake and craft stall on 7th December.

The committee has discussed the idea of holding another patient survey and feels that this would provide useful information for the practice. This was put to the meeting and it was supported unanimously.

9 – Any Other Business: -

The messaging facility, part of the on line service at the practice, has caused problems for some members with replies not being received and appointment cancellations not being advised. ST said he would look into this.

IG referred to recent emails he had forwarded to members one of which was from Healthwatch Norfolk. This was concerning a survey they are undertaking on pharmacy services. The survey is to try and determine if there are enough pharmacies in Norfolk and whether or not there are any gaps in the coverage. The email gave a link to the survey so that it could be completed online.

10 – Future Meetings: -

2017
November 15th
2018
January 17th
March 21st
May 16th
July 18th
September 19th

The meeting closed at 19.45

St James Medical Practice
Patient Participation Group Accounts
19th July 2017 to 20th September 2017

Reserve Account	£CR	EDR
Balance brought forward 19.7.2017	72.49	
<u>Balance 20.9.2017</u>	<u>72.49</u>	
Current Account		
Balance brought forward 19.7.2017	152.39	
<u>Income</u>		
Private donation received	10.00	
<u>Expenditure</u>		
None		
<u>Balance 20.9.2017</u>	<u>162.39</u>	
Total balance of Reserve & Current Accounts	234.88	

St James Medical Practice
 Patient Participation Group Annual Accounts
 21st September 2016 to 20th September 2017

Reserve Account	ECR	ED
Balance brought forward 21.9.16	72.46	
Interest accrued	00.03	
<u>Balance 20.9.17</u>	<u>72.49</u>	
Current Account		
<u>Income</u>		
Balance brought forward 21.9.16	1,358.24	
Books 23.9.16	21.10	
Books 15.11.16	30.00	
Books 8.12.16	30.00	
Christmas cakes, crafts & tombola 8.12.16	161.65	
Books 8.3.17	45.00	
Books 3.5.17	40.00	
Cakes sale 19.6.17	84.00	
Books 19.7.17	8.00	
Private donation 19.7.17	10.00	
Sub Total	<u>1,787.99</u>	
<u>Expenditure</u>		
Donation to Surgery 30.9.16.		1,000.00
NAPP Membership Renewal 24.4.17		40.00
PPG Insurance Premium 30.5.17		147.60
Donation to Surgery 13.6.17		438.00
Sub Total		<u>1,625.60</u>
<u>Balance 20.9.17</u>	162.39	
Total balance of Reserve & Current Accounts	<u>234.88</u>	

Prepared by Signed & Approved by Date

S Gutteridge (Treasurer)

K Foley (Practice Manager)

