

FOREST GATE PATIENT PARTICIPATION GROUP

Meeting held at the surgery 6.30pm on Tuesday 1st October 2013

Present – Raymond Burton (Chair), Daphne Slawson (Secretary), Joan Collins (Treasurer), Dr Chris Newman, Jacqueline Burton, Margaret Hitch, Ann Pruce, Sue Saunders.

1. Chairman's Welcome and introduction – Raymond opened the meeting and two new members were welcomed – Becky Scammell, the surgery Systems Administrator and David Best.

Apologies – were received from Pat Hodson and John Reese.

2. Minutes of the last meeting –
There were no adverse comments so it was taken that the Minutes were approved.

3. Secretary's report – Daphne said that the Minutes had been emailed, delivered or posted beforehand to members.

4. Treasurer's report – Joan said that as at June 2013 the capital was £918.27p but after payment of travel costs to the Fordingbridge meeting it was now £884.89p.

5. Group Business – future members/ surveys etc.
The annual survey will be a general one and combination of what the patients want to discuss. As said, the actions of the survey are an annual event, so results should be notified and carried out. **Sue** said that we don't know if the results have been sent out to the appropriate people.

Becky will issue communications to the PPG and website and also scan and send Fordingbridge notes. She is also making name badges for FG group.
Mention was made of the surgery book in which the PPG volunteers wrote notes regarding comments and views of surgery patients. It was agreed that we should resume recording comments in the book, especially of the new surgery layout, decor and chairs.

6. Report on Totton and Waterside CCG (Joan & Daphne) A summary of the CCG meeting on 6th September 2013 was handed to those members present. Dr Fowler was not available so the new Practice Manager, Emma-Claire Rockall, and Dr Hunt attended as well.

. **Sue** thought that the Dibden and Fordingbridge info sheets should be available via email prior to PPG meetings. However **Daphne** said that not everyone at the meeting used or even had a computer.

7. News and Update on surgery improvements – **Dr Newman** spoke about the improvements already completed and those to come. They consist of the electric board being updated and a TV screen installed. Higher chairs are to be available as well. The children's area is finished and looks very good. Members were asked to find out what other people thought of the new layout. .

8. Any Other Business - **Daphne** attended the local PPG get-together at the Fordingbridge surgery and Becky has circulated the report to FG members. (see item 5)
Dr Newman mentioned that the surgery had to be evacuated two weeks beforehand by the Gas Board due to a leak under the building. At this time, a new gas pipe was waiting to be connected.
Jacqueline reminded everyone that 2014 was the 25th anniversary of the opening of Forest Gate Surgery, so perhaps it could have a mention in the local Herald monthly free magazine. She is also arranging a Christmas lunch for those members interested and will contact them later.

9. Date of next meeting at the surgery - this was arranged for Tuesday 3rd December at 6.30pm.
The meeting closed at 7.45pm with thanks to all who attended.

