**The Mortimer Surgery**

**Patient Participation Group**

Notes of the meeting of the Patient Participation Group held on Thursday September 12th 2024 commencing 18:15 hours.

Summary of Actions Agreed:

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| Minute | Action | By whom |
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Present

Chaired by Shirley Cullup (SC)

Mollie Lock ML

John Bagshaw JB (Vice Chair)

Simone Pulleyn SP

Diana Marlow DM

Brenda Neeves BN

Eddie Holweger EH

Maryam Rizwan MR

Practice Staff

Dr Iain Rock IR

Apologies

Jean Waites JW

Eva Van de Meuren EVM

John Miller JM

Mentioned not present

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| No. | Discussion Item | Action |
| 01/ | Welcome & Apologies for Absence:  SC opened the meeting and welcomed everyone. |  |
| 02/ | Declaration of Conflict of Interest:  None were made. |  |
| 03/ | Discussion of Public Meeting |  |
| 04/ | Matters Arising  The minutes were read through and approved.  Action items from the last meeting carried over were for ML to ask if the Explorers could help set up for the meeting. It was decided that texting all diabetes patients and those at risk would be unnecessary. |  |
| 05/ | Public Meeting  All actions were completed or in hand. It was confirmed that water only would be provided as refreshment. SP will provide mini-bottles, which come wrapped so therefore are hygienic.  Black bags will be needed for empties.  SC read through the provisional programme. JB will finalise and distribute, and get printed.  Registration of some kind is needed for fire regs. Forms will be available for people to sign in as they arrive. JB to print them.  ML to ask Methodist Church about parking?  Someone should be in charge of parking on the day – space will be available across the road and at St John’s Church.  SC will arrange badges for PPG members.  JB said that there might be a chance of publicising more at the Mortimer Village Transport Through the Ages event and party on 22nd June. EVM will arrange A5 flyers for JB to collect to distribute there. | SP  JB  JB  SC  EVM/JB |
| 06/ | Eva  SC thanked EVM for her time on Reception at the surgery and for being a vital liaison with them, now that she is retiring. A card and a gift of flowers was presented to her. |  |
| 07/ | Date of next meetings:  26 June – public meeting  12 September  14 November  19 December |  |

Minutes approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair