**Alton Patient Participation Group**

**Minutes of the Meeting held on Tuesday 12th March 2024**

**at 10.00 am**

**Present:** **Dorothy Clohesy (Chair), Heather Hall (Practice Manager), Angie Hurst, Lynn Shooter,**

 **Tony Loynes, and Elaine Plant (Secretary)**

**1. Apologies**: Carol and David Edwards

Since our last meeting **DC** advised on the following:

 **Carol and David Edwards -** Carol and David will not be attending future meetings in person but will continue as virtual members. Members were sorry to hear this as Carol especially has been a very active member of the PPG for many years, representing us at the old CCG meetings and attending many seminars. Carol is also a member of the Royal Stoke Hospital Patients Group meetings and will continue to keep us informed of any matters of interest. Members expressed their appreciation and understanding of Carol and David’s decision but were pleased that they will be continuing as virtual members.

 **Yvonne Somerville**, a member of Alton PPG since its conception, has now moved to a surgery in Cheadle which is more convenient to where she lives. Yvonne has been a loyal and active member of Alton PPG for many years, representing patients in Alton and Oakamoor Pensioner Groups and also the Cheadle Branch of Staffordshire Carers. She was not afraid to voice an opinion or ruffle a few feathers on behalf of the patients and carers and our meetings will not be quite the same without her. Members expressed their appreciation of Yvonne’s years of support to the PPG.

 Elaine Plant will write a letter of thanks to Yvonne for her many years of service.

**2. Minutes of the last meeting held on Tuesday 13th - Approved**.

**3. Matters Arising:**

 **Community Bus Project:**

 **TL** advised that he has liaised with Kerri Marsh and he has been asked to pick up the first patients in April to attend a new Friday social group at St Peters Church.Members expressed their appreciation of Tony’s swift action in helping to get this project off the ground.

 **Defibrillator Training:**

 **TL** has been in touch with Alton Towers with regards to Defibrillator Training but as yet he is waiting to hear from them. However whilst attending another meeting he was informed of a local charity called AED Donate who had been engaged by Staffordshire District Council to maintain all Defibrillators in the Staffordshire Moorlands area therefore he has contacted AED with regards to training. Discussion took place with everyone agreeing that whilst Defibrillators are lifesavers they are not always readily available and training in CPR would be most useful in the first instance of an emergency. Alton Defibrillators can be found at the front of the Village Hall and the Doctors Surgery.

 **Phone System:**

 **Re-booked for 21st/22nd March –** There was a system issue on the day it was due to be installed

 therefore had to be re-booked. HH advised of new online forms NHS are introducing, one being E*consult* which willbe reported on when fully up and running.

 **Nominees of Chair:**

Following **DC’s** decision to step down from her role as Chair **AH** was appointed as the only nominee.

 As **CE** would no longer be Vice Chair, **DC** volunteered as Deputy in the event that **AH** was unable to attend a meeting. **AH** was thanked for taking over the role thus enabling DC to stepdown. Members thanked **DC** for the sterling job she had done for the last 10 years. Having worked for the NHS for all her career **DC** has a huge breadth of knowledge which she brings to our meetings and we are very appreciative that she will continue to support our group.

 **Review of Monthly Meetings:**

It was suggested that it was perhaps unnecessary to meet every month. **TL** felt that we should continue with the monthly meetings and try to attract new members. A lengthy discussion took place with regards to promoting the group and attracting new members with various suggestions being made. **AH** was very active in sharing surgery news on Facebook and **TL** suggested having our own FB group which was agreed. We have tried numerous ways over the years of promoting the PPG but it is amazing how few patients are aware of our group. Not all patients have access to the internet or are not on social media and it is very difficult to get information to them. It was decided to continue with the monthly meetings until August at least. **TL** agreed to set up a PPG Facebook group and compile a questionnaire for patients. We will continue with the promotion of the group at our next meeting.

**4. Reports:**

 **HH** advised that Isabella Shaw has been appointed as the Physicians Associate. She will be based at the surgery full time after her initial NHS induction period. A discussion took place on the role of Physicians Associates.

 **LS r**eported on omissions from the website and queried Proxy Forms which HH advised on.

 **HH** advised that the Dispensary is short staffed at the moment – Discussed.

**5. Date of next meeting: Tuesday 9th May 2024 at 10 am**