

## Minutes of PPG Meeting 06 October 2015

### Present

Shobhna Dave (SD)	Pauline Coulthard (PC)	Daphne Tibbles (DT)
Beverley Tavares (BT)	Elisabeth Clarke (EC)	Vinayak Supekar (VS)
Angela Austin (AA)	Sue Sullivan (SS)	Dr Manpreet Kohli
Claire Robinson DPM (CVR)		
Apologies : Sandra Reed		

	ITEM	ACTIONS
<b>1.</b>	<b><u>Minutes of Last Meeting</u></b>	
1.1	Minutes of last meeting on 08 September 2015 were approved.	
<b>2.</b>	<b><u>News from the Practice</u></b>	
2.1	CVR advised those present that a new nurse has been recruited, who will be joining Hilltops at the end of November, replacing Jenny who retires in February 2016.	
2.2	Hilltops continues attempting to recruit a tenth GP.	
2.3	CVR provided a copy of the MK CCG's report on asthma care in Milton Keynes. Further information will be provided to Hilltops when available in approximately two months' time.	Hilltops
<b>3.</b>	<b><u>Treasurer's Report</u></b>	
3.1	PC provided an up to date statement of accounts which includes an amount showing petty cash drawn for Teapots expenses.	
3.2	This year's book money in the sum of £81 has been donated to Willen Hospice. Future book money income will be recorded in a system to be set up by Pip in Hilltops accounts. Pip will liaise with PC on future book fund amounts which it has been agreed will form part of Hilltops PPG's fundraising income.	Pip / PC
<b>4.</b>	<b><u>Update on PPG</u></b>	
4.1	SD and VS are to discuss PPG website set-up.	SD / VS
4.2	VS reiterated previous PPG requests that future dates of Teapots and PPG meetings be shown on the rolling screen in reception.	Hilltops

4.3	EC reported that the first Teapots afternoon tea in our new venue was a success, with 8 guests and Anne Lark of AgeUK in attendance. Teapots will be attended next month by a representative from CarersMK. Milton Keynes Red Cross will be contacted in due course. Hilltops practitioners have supplies of Teapots invitation leaflets for distribution to patients.	
<b>5</b>	<b><u>AOB</u></b>	
5.1	PPG members present again requested a board in reception showing practitioners' names and photos.	CR
5.2	Further to item 7.4, 04 August 2015 meeting minutes, CVR confirmed that a meeting to discuss the Prime Minister's Challenge Fund is shortly to be held at Hilltops.	CR / CVR
5.3	VS repeated PPG's request for website information to be updated.	Hilltops
5.4	The blood pressure machine in reception has a facility for uploading results directly to patients' notes, however, there are patients who are unaware of this. PPG is to provide information in their next newsletter, including instructions on procedure or advice that this can be done by receptionists.	PPG / Newsletter
5.5	Item 7.5 in August's minutes, CVR confirmed that texts are automatically sent to patients who fail to turn up for appointments.	
5.6	Items 2.5 and 2.6 in 08 September 2015 meeting minutes, there is no further information available on the subject of patients' sharps bins	CVR
5.7	Item 4.1, September 2015 – CVR confirmed that the PPG's NAPP certificate is now on display in the practice.	
5.8	Item 6.4, September 2015 – CVR was reminded of PPG's request to attend Hilltops admin meetings, as suggested in NAPP guidelines, and advised that this is to be discussed with CR.	CR / CVR
5.9	Item 6.6, September 2015 – concerning the MK western expansion, Hilltops currently has nothing to report on the effect of the development at this time.	

5.10	PC and DT attended the MK11 Kiln Farm Exhibition of the proposed development, but little information on the anticipated impact on services in the surroundings areas was available.	
5.11	Item 6.9, September 2015, CVR is to invite Ruby, pharmacist at Hilltops, to attend December's meeting.	CVR
5.12	Item 6.11, September 2015, VS is awaiting a response from Dr Field concerning the proposed diabetes clinic.	CVR / Dr MF
5.13	It has been noted that there are currently considerably fewer available appointments to book on line. CVR explained that this is because of a combination of seasonal illnesses and a shortage of GPs.	
	The next PPG meeting will be on 01 December at 18.15.  Those wishing to join pre-meeting discussions can meet prior to this start, from 17.45.	
	The meeting ended with thanks to all attendees.	