Millbrook Surgery Patient Participation Group Meeting

Thursday 14th July- Microsoft Teams Meeting

**Attendees:** Bronwyn Job (Admin Team), Rosie Spencer (GP), Chris Puncher (Operations Manager), Diane Rickers, Dorothy Clare, David Goodenough

**Absent:** Catherine Evans, Rachel Herminan

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| Item | Discussed | Action Required? |
| 1. Introductions
 | * New attendee DG introduced himself to the group and existing members introduced themselves in return.
* Apologies from CE, who was unable to attend due to recent illness.
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| 1. Follow up from last meeting: Keinton Mandeville Branch Surgery
 | * Minutes from last meeting approved.
* Discussed Keinton Mandeville Branch Surgery Plan- surveys are currently available for anyone in the Keinton Mandeville to complete. BJ says 140 have been completed online, to date.
* Once Surveys are completed, the surgery will use the results to decide next steps.
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| 1. Electing a chairperson/ Secretary
 | * DR has put herself forward to be Chairperson. Is currently Chair of local Parish Councils.
* All present agreed for DR to be Chair.
* Nobody volunteered for role of Secretary. This will be done by Practice Staff for the time being.
* To review roles regularly to check that everyone has a chance to undertake one if they wish.
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| 1. PPG Information for surgery website
 | * Group agreed that PPG Documents should be shared on the Millbrook Surgery Website (Terms of Reference, Meeting Minutes, Regular Updates) which may encourage membership.
 | * Practice to update website with PPG Documents
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| 1. Any other Business
 | * Encouraging Membership: Discussed where we could advertise the PPG to attract a wider range of members.
* DG offered to put posters in both churches in Castle Cary
* Suggestions of places to advertise include Parish Magazine, New to Castle Cary Pack, Castle Cary & Ansford News, Twitter and Instagram.
 | * Members of the group to advertise PPG.
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| 1. Date and time of next meeting.
 | * All agreed that the next meeting date should be after a few months, which will hopefully give some time to encourage membership and create more structure to the meetings.
* Happy with current time of 12:00
* Agreed date- Thursday 8th September 12:00
 | * Practice to send out Microsoft Teams link for next meeting.
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