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

|  |  |  |
| --- | --- | --- |
| 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. |  |
| 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. |  |
| 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. |  |
| 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 |
| 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. |
| 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. |