



Patient Participation Group Wilsden Medical Practice

Minutes of Meeting 8th January 2018

- 1. Welcome:** The group was welcomed to the meeting.
- 2. Present:** Margaret Andrews, Judith Fenton, Jenny Finn, Sylvia Fisher, Jamie Harrison, Jenny Lightowler, Dave Moore,
- 3. Apologies:** Wendy Parkin, Anita Booth, Ian Cartwright, Gill Leather, Trish Smith, Chris Stephenson
- 4. Minutes of previous meeting 4th December 2017:** The minutes were approved.
- 5. Practice Manager's Slot:** Michelle sent her apologies and invited any queries to be sent to her by email.
- 6. Forward Planning:** The group decided that, as the agenda has the same items on the forward planning each month, guidance is now needed from the practice staff. Judith to email Michelle to ask if anything should be deleted or if they have any other suggestions to add. The art project is underway, Jenny Finn has taken a local artist to visit the premises and their ideas require approval from the staff.
- 7. Treasurer's Report:** The funds of the group had been spent so all members were asked for £5. Margaret will email Michelle for the latest balance of the PPG practice funds.
- 8. Admin, Notice Board, Magazines, Comments Boxes:** All in hand, more magazines were placed.
- 9. Newsletter:** The newsletter item of a day in the life of a member of staff needs to be written by a volunteer in the practice, if it is to be included.
- 10. Flu Clinics:** There was nothing further to discuss.
- 11. Schools' Survey:** Jenny reported on the interest in the survey at the Network meeting.
- 12. Local Liaison Group:** There had been no further meeting.
- 13. CCG Feedback:** Wendy was not present to update on this item.
- 14. Dementia Event:** A poster was exhibited advertising the event on Tuesday, 13th February 2018, 13:30-15:30 in Bingley Little Theatre.
- 15. AOB:** Dave to email the practice about items that are out of date on the website.

16. Next Meetings: The dates of the meetings for 2018 are 5th Feb, 5th Mar, 9th Apr, 14th May, 4th June, 2nd July, 6th Aug, 3rd Sep, 1st Oct, 5th Nov, 3rd Dec.