**Patient Participation Group Meeting (PPG)**

**Tuesday 18 April 2017**

|  |  |
| --- | --- |
| **Present:** | John Maddison  Mike Turner  Sandy Turner  Margaret Wilcox  Caroline Gray |
|  |  |

1. Apologies: Lynne Cooper, Jo Webb, Janet Wright
2. Minutes of the last meeting: the minutes were approved.
3. Action points and matters arising

* Date for PPG members to attend the surgery to collect patient information still to be confirmed;
* The draft letters which Vicky had produced at the previous meeting had not been received. It was agreed to remind the surgery to send them on to the group.

1. Correspondence:

* Passed to the group via email on an on-going basis;
* CCG meeting will be held on 26 April and Sandy will be attending
* There is a Future Pharmacy meeting on 22 May at 6pm to be held at the Village Surgery, which is open to all PPG members.

1. Update from the practice

* There was no representative of the surgery present so no update.

1. Reports from Patients Congress and Locality Group meetings

No recent correspondence. John has been to previous locality group meetings at the fire station

1. Newsletter

* Mike produced a draft to show to the group.
* The group read through the newsletter and, once the medical contents have been checked and approved by Jo, Mike to send for publication.
* It was noted that missed appointments was still a major issue

1. Any other business

* CG to chase the surgery regarding the patient data collection exercise attendance and Vicky’s draft patient letters
* Sandy suggested that a pro forma was needed to collect the data

1. Date and place of next meeting

Tuesday 23 May 2017 at 6 pm, the Meeting Room, Bradwell Lodge