

# Minutes of the PPG meeting held on 21<sup>st</sup> January 2019

## In attendance

Charlotte Deputy Practice Manager  
Ken – Hankham  
Neal – Langney  
Lin – Pevensey Bay  
Jane – Hankham

Carol – Pevensey Bay  
Fred – Westham  
Ann – Westham  
Pam – Pevensey Bay  
Yvonne – Stone Cross

## Apologies

Carolyn – Pevensey Bay  
Sue – Westham

## Purpose of the meeting

This extra meeting was called following the December routine PPG meeting at which Sue had asked whether the PPG was making a difference to the practice. Since that meeting Lin had been researching the role and terms of reference of PPGs. She had drawn up a provisional Terms of Reference (ToR) which Charlotte had circulated for information and comment before the meeting.

## Summary of conclusions

It was agreed that this meeting would be taken as the first meeting of a newly constituted PPG based on the new ToR. Length of service on the PPG would start from this date for all the current members.

Those present discussed the ToR in depth. Charlotte took on the responsibility, in cooperation with Lin, to circulate a revised document with these minutes. **Action: Lin and Charlotte**

The Annual General Meeting (AGM) will be held on the 4th March 2019. Immediately following this, will be the next PPG meeting where normal agenda business will be discussed. Charlotte would publicise the AGM at all the surgeries and in the Newsletter due out in February. **Action: Charlotte**

Those present thanked Lin for the work she had done, researching terms of ToR. In general, the members felt that the PPG had made a difference to the practice and that the relationship between the practice and the PPG was very positive.

## Other business

Charlotte will invite Danielle and Joni to the March 4<sup>th</sup> meeting to talk about the Patient Access computer programme. **Action: Charlotte**

Yvonne asked whether anyone would like to attend the next meeting of the Eastbourne, Hastings and Seaford PPG Forum on Wednesday 13<sup>th</sup> February 2019 13.00 -15.00 at the James West Community Centre, Brunel Drive, Hailsham, BN27 3UB. Lin said she was already planning to attend and Jane wished to go also. Yvonne will forward the papers as soon as she receives them. **Action: Yvonne**

## Date of Next Meeting

Monday 4<sup>th</sup> March 2019 at 12.00