

**ANNUAL GENERAL MEETING
PARCHMORE MEDICAL PRACTICE - PATIENT PARTICIPATION GROUP
HELD AT ST PAUL'S CHURCH ON 31ST October 2018**

- 1.0 Welcome and introduction - Chair**
- 2.0 Minutes of General Meeting 2017**
- 3.0 Matters Arising**

Apologies: Frances Meer, Dr Agnelo Fernandes MBE

Present: Mukesh Patel – Chair

Raj Rajendran – Vice Chair

Mohan S Dhamrait OBE - Secretary

Teresa Chapman - Partner

Brian Dickens MBE - Group Operational Manager

Les Persaud – Social Prescribing

Alan Mills - Committee Member

Mary Auguiste-Ernest - Minute Secretary

Peter Stone – Observer

Pravin Kapadia - Committee Member

Doreen Ennis - Observer

Ayaz Ahmad - Committee Member

Luke Ernest - Observer

Emaline Weekes - Member

A warm welcome and thanks from the Chairman.

The Chair, gave thanks to all Committee Members, Doctors and Staff for your hard work throughout the year which has been successful.

Minutes of last Meeting - Circulated and put on the website. There are no questions and/or any matters arising from them.

Committee Members: Wesley has never attended any meetings, since becoming a Committee Member.

A correction needs to be made - Angelo, should be Agnelo.

4.0 Annual Report.

PPG work plan- Lists the activities that have been done during the year. Everything undertaken is self-explanatory. Aim was to improve the quality of service delivered to patients. The PPG are looking at ways of improving our work within the community and focusing on the patients' health and well-being. Looked at how we could enhance quality of patients and children. We looked into funds.

PMC was nominated for awards during the course of the year, received by Brian. Any questions?

Someone needs to come to them and let them know what is available within the society - **PETER.**

Mukesh reported under the Social Prescribing model, the government is putting lots of funds into mental health - **MUKESH.**

Health and welfare reports shows a lot of work is currently being done. Palace4life. At Crystal Palace today. 27th November Salvation Army is holding a session about family support and in particular, 'How to tackle childhood obesity'. - **BRIAN.**

Will make a note of this and put the information on the website - **MUKESH.**

Doreen - Can we have reminders on the phone about any events that are arising for the PPG to attend? Could a text message be sent because not everyone has a computer?

Mohan. Agreement has been made that the office will send a text to committee member who do not have access to email. 99.9% have been sent a text.

Mental Health and Dementia.

A successful Dementia Awareness event was held and PPG members attended. It was a very good session. This is in our work plan. Mental health seminar had to be

postponed through lack of support towards Brian. This has not been forgotten and will be set up some time in the future.

5. Workplan.

Circulated for information. Most of the plans are active, updated at every meeting and anyone who has any questions, or any additional items we should be looking at, please say.

The PPG has agreed Carer's Charter with PMC which be followed up in the coming year. Any action points which need to be followed up or are there any questions?

Mohan

6.0 Terms of Reference

Proposal is to membership, PPG and executive committee, we would like to change the wording of section towards the second sentence. Namely, Chair, Vice chair, Secretary, honorary. To amend to "the PPG Executives

Chair, Vice chair, Senior Secretary, Secretary, Honorary Life President and 16 Volunteers.

Alan proposed an alteration from description of 'Senior Secretary to be recognised as 'General Secretary', this was adopted.

Any nominations: Brian stated that he has received following nominations for officer's positions Chairperson - Mukesh, Vice Chair - Raj, General Secretary – Mohan and Secretary - Mary. In absence of no other nominations from the floor the above officers were **elected**

All the existing committee members have decided to stay on. Emaline Weekes, Luke Ernest and Peter Stone are also now Committee Members.

BRIAN. 2018 has been a good year for the PPG. Thanks to the for their hard work during the year. Local Councillors are willing to support us. Our way forward is to prevent, cure and bring patients from the practice back into the community. Group consultations, peer reviews this actions to reduces the member of patients going to A&E.

TERESA. A huge thanks to everyone for giving up their time. Brian is the constant link in the practice which is going from strength to strength. Brian and PMC are given a vote of thanks for their help and outstanding work. We are in the national limelight for what we have done. Thanks to everyone. Teresa has been shortlisted for 3 national awards.

LUKE Thanks everyone for their hard work throughout the year.

7.0 Social Prescribing Engagement Team.

During the summer holidays children were supported. A Carer's Choir has been set up.

Exercise classes at St. Pauls presentation-people attend for different reasons, to support their partners, teachers are very good, social activities are provided, which encourages participants to enhance their physical development wherein the atmosphere is good.

There is also an allotment for people to use.

Social Prescribing identifies resources that they were not aware of. Meditation, an opportunity to make referral to places where support can be obtained and engage behaviour changes. Anyone in the community can join.

Brian and Les made three short presentations on Social Prescribing, Group Consultations and NHS Patient Survey. The presentations were very informative members much appreciated the presentations

Any questions?

8.0 Beryl.

A proposal was made to make her Honorary Life Vice-President. Pravin has known Beryl since he joined and is happy to associate himself with this proposal. She has been at this practice for over 60 years and will be very much missed by the PPG and PMC. She has always been a tremendous help and was always available to contribute on patient awareness days. She is part of the fabric of the centre.
Seconder - Alan.

9.0 Partners' Meetings

In our PPG meetings we have decided to put a proposal to the Management Committee that one of us should attend their meetings. Dr. Fernandes accepted this but no invitation has been received. Can the committee take this matter further and have a discussion with PMC management as to when this will be materialised. Teresa. Strategic meetings are held every three months. They have been cancelled due to low attendance which is why the PPG has not been informed. This has been accepted and need not be discussed - apologies.

Brian will email when next one will be. Next meeting Partners' meeting will take place on 26th November 2018.

We have a number of venues: The Salvation Army, Scratchley Hall, Parchmore Methodist Church. Sessions are for a small fee or at no charge. Other support available: counselling, Housing Advice. Please visit the website.

10.0 Pharmacists

We can invite pharmacists to come to PPG meeting in January. Invite them to come to PPG meeting in January 2019 so that we can discuss how we can help patients. Make sure all pharmacists in the area are to be included. Brian will write a letter to them.

11.00 Flu Jabs

Everyone over 65 years of age can now have a flu jab. Resources are available.

Next committee meeting will be held 28th November at 6.00 Beulah Wing, Parchmore, followed by a Social. Mohan gives his apologies. Wednesday is a good day to have this and Teresa will get back on this.

Meeting with Partners takes place at 7 pm. The PPG meeting will start at 6.00 p.m.

Any other Business: None

Chair closed the meeting at 2000 hrs

