**Burton Latimer Medical Centre**

**Patient Participation Group (PPG)**

Minutes of the PPG meeting held on 5th February 2024 at 6pm in the Conference Room, Burton Latimer Medical Centre.

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| **Present** | **Apologies** |
| Brian Northall (Chair) (Brian N) | Denise Mawby (DM) |
| Pete Middleton Vice Chair + Acting Secretary (PM) | Rachel Zachariah (RZ) |
| Sue Grant (SG) |  |
| Julia Goode (JG) |  |
| Martin Turner (MT) |  |
| Helen Beesley (Practice Manager) (HB) |  |
| Dr. McGrath (Dr. MG) |  |
| Joanne Burns (Practice Secretary) (JB) |  |
| Patricia Baker (PB) |  |

| **Item** |  | **Action** |
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| **1.** | **Apologies, Welcomes and Resignations**Apologies were received from DM and RZ.The Chair stated that DM has resigned from the PPG due to personal commitments. Those present thanked DM for all her hard work on the PPG and in support of the practice.PB was welcomed by those present.  |  |
| **2.** | **Minutes of the last meeting**The minutes of the last meeting held on 4th December were read and accepted as a true record.  |  |
| **3.** | **Matters Arising**The Chair informed the committee that the “Well Done” certificates awarded to Sophie and James were well received.The Chair raised the matter of rudeness and aggression by service users and asked those present to think of ways that it might be addressed. He told those present that there was a possibility of some funding from Tesco and Weetabix that he was pursuing that might be available to make some improvements to the waiting areas.The Chair noted that although the PPG aspires to do some fundraising, we will need to appoint a Treasurer, and that cannot be done until we can find someone to take on the role of Secretary. PM volunteered to produce some flyers and distribute them at the Farmers Market, and to produce a poster for the library. | **All****PM** |
| **4.** | **Chair Announcements and AGM**The AGM has been deferred until a future date – to be decided, while the constitution is rewritten and approved. | **BN****HB** |

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| **5** | **Practice Updates**HB informed those present about improvements to the NHS smartphone App, including some toolkits and guides for patients but also for practice staff.The Pharmacy First scheme is now in operation and will provide help for patients with the following conditions: Sinusitis, Sore throat, Earache, Infected insect bites, Impetigo, Shingles, Uncomplicated urinary tract infections in women. Patients contacting the surgery with these conditions may be referred to the pharmacy.The surgery is liaising with the pharmacy to ensure that the level of care is maintained.The Practice will reduce the number of flu vaccines ordered next year as thee was a surplus last winter.Dr. MG told those present that the practice has signed-up as a veteran-friendly practice, and is able to offer extra help to veterans for some mental and physical health problems. There are currently 140 veterans registered with the practice, but there may be more that are yet to register. Dr. MG asked those present if they could spread the word and ask veterans to register.PM said that he would contact the Burton Latimer branch of the British Legion and ask them to help spread the message.Dr. MG was asked if emergency services workers also qualified but stated that they are not included in this initiative. | **PM** |
| **6.** | **Membership and Volunteer Secretary**Despite advertising for a volunteer Secretary in the surgery and on social media, the position remains vacant.The Chair stated that he would contact BBC Radio Northampton and get an advert put on there.PM offered to produce a poster for the library and a flyer to distribute it at the Farmers Market, to encourage new PPG members and fill the secretary vacancy. | **PM** |
| **9.** | **Any Other Business**There was no other business.**The next meeting will be held on a date to be decided at** **18:00 in the Burton Latimer Medical Centre.** |  |



Date: 29th April 2024 Chair: