

**Princes Gardens Surgery
Patient Participation Meeting**

Wednesday 6th December 2017 - 5.30pm - 6.30pm

Chair: David Welch **Secretary:** Louisa Enriquez

Present: David Welch, Sharon Blight, Jan Hoyland, Ann Hawkins, Dr Sibtain,
Louisa Enriquez

Apologies: Frank Green, Emma Thompson, Ron Baker, Richard Hoyland, Janet Lane

| Item | | Action |
|-------------|--|--|
| 1 | Apologies | |
| 2 | Items raised from previous minutes Terms of reference and constitution agreed (attached) | |
| 3 | Items form meetup <ul style="list-style-type: none"> → Suggestions for tea coffee will be taken to partners to discuss practice buying → Welcome to the PPG emails - chair to send. Ann will draft welcome email template → Data, what information can the PPG hold - anything that does not contain patient information unless given directly by patient → Regular evening social events - see below for dates → Each PPG member to write a short biography about themselves for the practice website - to be emailed to LE → Next PPG coffee meet and greet agreed - see below for date → IBD Specialist Nurse (Bev Kirkham) will give talk on IBD - JH to arrange → Draft PPG poster designed by RH - few tweaks then to be A4 prints to be done | ALL JH RH |
| 6 | AOB <ul style="list-style-type: none"> → David Welch wishes to step down - all PPG members wishing to nominate themselves for position need to let LE know. Vote will take place at AGM (see below for date) | |
| 7 | <p><u>DATES FOR DIARYS</u></p> <p>Annual General Meeting - Election of Chair - Wednesday 7th February 2018 at 5pm</p> <p>PPG Coffee 'Meet and Greet' - Monday 29th January at 10am - 12pm</p> <p>PPG Social Evenings- Wednesday March 14th 2018 at 6.30pm Thursday 14th June 2018 at 6.30pm Thursday 18th September 2018 at 6.30pm Monday 3rd December 2018 at 6.30pm</p> <p>Chair: David Welch</p> | |

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| | Secretary: Louisa Enriquez | |
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