

The Coppice and Angmering Surgery PPG Group

ACTION

Notes of 4th Meeting held at Angmering Medical Centre at 9.30am on Sunday 15th September 2019

Present

Celia Fastnedge
David Silver – Scribe
Rosie Dean

Debbie Carrington - in attendance
Michael Hughes – in attendance

1) Apologies

Ann Wickenden, Claire Ward.
Clare Weston had resigned.

2) Remit of Group

David proposed that a Committee be formed to progress matters. He was drafting a Constitution proposing a quorum of at least 4 PPG members and would circulate it.

David

He proposed an Interim Committee be formed until a quorum could be established at a future meeting to formally vote in a Committee.

David

The following were agreed:

Interim Chairman – David Silver
Interim Treasurer – Celia Fastnedge
Interim Secretary – Rosie Dean

David would write to all on the early attendance lists to establish the current membership.

David

3) Notes of 3rd Meeting

Agreed.

4) Matters Arising

- 3.1) Patient Questionnaire - The Practice had issued one.
- 3.2) Open Afternoon – awaiting information from the Practice.
- 3.3) PPG Noticeboards – Claire Ward had offered to attend to them.
- 3.4) Draft PPG Flyer – agreed subject to addition of contact names
- 3.5) Missed Appointments – David tabled a poster from another PPG. Debbie agreed to discuss with Debbie a simpler format, possibly using annual rather than monthly data.

Debbie
Claire
David

Rosie, Debbie

5) Practice News

Debbie announced that Kathy Devine is the new Practice Manager and is working for 2.5 days/week.

All

6) PPG email address

David had established candappg@gmail.com Password - medicalcentre

All

7) Fundraising

Michael Hughes agreed that he would hand over responsibility for the sale of books to the PPG but would continue to help.

The PPG would establish a bank account to start a fund for a blood pressure machine for

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| <p>The Coppice.</p> <p>8) Saturday 'Flu clinics Debbie will write to all PPG members and volunteers with times and dates</p> <p>9) Date of Next Meeting 5.00pm on Thursday 12th December 2019 at Angmering Medical Centre.</p> | <p>David , Celia</p> <p>Debbie</p> <p>All</p> |
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