

## **Green Street PPGC Meeting – Thursday 23<sup>rd</sup> November 2017**

**Meeting commenced at 6pm**

### **In Attendance**

Janet French (Chair) JF

Debbie Pennington (Secretary) (DP)

Heather King (Practice Manager) (HK)

Dr Daniela Penge (DP)

Sue Cook (SC)

Lesley Goble (LG)

Tony Meier (TM)

John Ungar (JU)

John Masters (JM)

Keith Stone (KS)

Martin Cannon (MC)

Apologies: David May, Emma Ducklin, Peter Diplock

Guest: Julie Tremlin (JT)

### **Adult Social Care**

Julie Tremlin explained her role as a Locality Link Worker within the remit of Eastbourne Adult Social Care and Health, in terms of helping individuals to self manage their conditions and access the voluntary sector across various websites. The original premise for the talk had been the possibility of the PPG engaging with patients personally to try and impact the footfall for the GPs in the Practice, where patients simply book an appointment for information that is readily available if you know where to look. After discussion it was agreed that face to face activity of this nature would not benefit the Practice at this stage but help with greater – and better – communication could. JF took JT's pack of information with a view to reviewing the contents and then meeting with HK to agree which of the content warranted wider communication – e.g. the next newsletter – and also reflected those areas designated as high priority for the Practice given its patient population. JU drew attention to the fact that some of the content was relevant now, in particular the 'Winter Warmer' benefit and couldn't wait for the newsletter.

JT then left the meeting.

## **Minutes**

The minutes of the meeting held on 26<sup>th</sup> October 2017 were agreed.

## **Terms of reference (TOR)**

HK confirmed that the TOR had been signed on behalf of the Practice and they would now be put on the website. It was agreed that this signed version did not need to be circulated to the PPGC.

## **Bank Account**

For the sake of the minutes JF confirmed that she now had receipt of all documentation related to the Bank Account. The printers had held to the original quote for the newsletter of £480, which had been paid and that left a balance in the account of £420.

## **Newsletter and distribution**

General discussion followed on the Newsletter with the following agreed:

Although JF had left copies in Caffe Corro, Greens the Opticians and Kamsons – it was clear that people were picking them up to read and then putting them back, when ideally the intention was for them to be taken home. She would now see if she could get other traders to take copies along Green Street.

LG, MC and JM to take copies for other local sources – libraries etc.

HK confirmed that a) they had been sent to all those with the agreed level of email permission and b) they were also being sent out with prescriptions. It is accepted that the email collection exercise will be an ongoing project.

DP will ask the Practice to take copies with them on any house or care home visits.

As a result of the above, consideration will be given to a lower print run for the next edition which may appear in January 2018. JF stated that she hoped the preparation phase for the next print would be far quicker from the lessons learned on the first edition.

## **New Build**

DP confirmed that there would be a public consultation when it was confirmed that everything was in place for the build to go ahead.

## **Website.**

Following discussion it was agreed that the most important exercise required now was to ensure the information held on the website was up to date. To assist with this it was agreed that MC would return to his original work on the website to see if he could annotate clearly which page his various comments related to. That would make it easier for HK to organise. Any agreed changes to the actual

layout and general improvement of the Site would then be carried out at a later date.

### **Green Street Supporters Group**

SC confirmed having met with potential new members – which raises the number listed to 10. The intention is to focus on further recruitment to this Group with an article in the next newsletter. A meeting with SC, HK and JF in the New Year will also take place to agree how we all work together to support the Practice. It is hoped that one of the Supporters will take the lead for their Group.

### **PPG Networking Event**

LG, HK and JF attended this meeting on 16<sup>th</sup> November and the general feedback confirmed that Green Street was moving forward in a very positive way.

### **Date of next meeting**

The next meeting will be held on 21<sup>st</sup> December 2017, commencing at 6pm to include the Supporters Group from 7pm onwards. The venue details were given at the meeting.

**Janet French**

**28<sup>th</sup> November 2017.**