

The Beeches Medical Practice
Patient Participation Group meeting
Monday 5th September, 6:00pm
at Bayston Hill

Minutes

Present: Rob Gough (chair), Jean Cruickshank, Geoff Garrett, Maggie Hitchings, Kim Richards, Terry Seston, Dolores Vaughan, Gill Jones, Joy Jones, Karen Moseley

1 Apologies: Gill Berry, Nikki Fox, Teresa Lewis, Pam White, GPs

2 Meeting agenda, AOB and meeting timing

a Agenda: Discussions this evening to focus on the Men's Health Event

b AOB: See under item 4.

3 Men's health awareness event, 21st September

a Actions from the previous meeting

- One of the GPs has left a message with Mr Elves' secretary. Mr Elves has contacted Dr Jutsum and discussed what they intend to talk about to ensure there is no crossover.
- TS reported that the use of Christ Church kitchen/hall has been arranged.
- JJ is speaking to Fred Jones to arrange a portable microphone.
- GG to let the doctors use his projector and will bring it to the surgery before he leaves for his annual leave.

b Publicity

- All areas previously minuted have been targeted.
- RG to email Poster to JJ to send to Parish Council to distribute.
- KR to send a copy to all Practice Managers to ask them to put up in their practices.
- KM to email poster to other Care Coordinators.
- JC to inform the local WI of the Men's Health Event.

c Refreshments

- Refreshments are all arranged. TS stated that we should bring tea towels for use in the kitchen.

d Schedule

KR reported on the rundown of the evening:

AB and EJ talk: 7pm to approximately 7.30pm *followed by*

Q & A session: 15 minutes, *followed by*

Break: 20-30 mins for refreshment and the opportunity to view the stalls *followed by*

Mr Elves: 8.15pm-8.40pm *and*

Dr Kevin Lewis: 8.40pm-9.00pm.

Action: KR and KM to ensure screen and projector are available and set up beforehand.

The Beeches Medical Practice

e Stalls

- Age UK
- Lifestyle Gym
- Prostate Cancer UK
- Public Health/Help2Change
- STFC Walking Football
- Shropshire MIND
- Hummingbird Centre
- Green Oak Counselling.

4 AOB regarding Men's Health Event

a RG suggested that a feedback form be produced, and distributed during the evening. RG agreed to put one together to include:

- age ranges
- postcode
- optional email address
- any comments and
- future topic suggestions.

Action: RG to produce feedback form.

KR to print off the forms and provide pens.

b KR/KM to find out how to use laptop and projector and visit the hall for a dummy run.

c A suggestion of badges for PPG members was agreed.

Action: KM to order badges (blue with white writing x 12).

d TS to be available to open the church from 4pm to 5pm and from 6pm.

5 Dates of next meetings:

* **10th October** (Dorrington) – 5:30pm

* **14th November** (Bayston Hill) – 6:00pm

* **12th December** (Dorrington) – 5:30pm

(* *These dates to be confirmed with the GPs by KR*)

The meeting ended at 7:20pm.

The Beeches Medical Practice

Outstanding actions as at 5th September 2016		
Item	Actions	Progress
Men's health event	Dr Jutsum has spoken to Mr Elves re topics to be covered RG to invite physio Alan Leigh to attend HS/KM to investigate linking to other groups JJ to speak to Fred Jones to arrange a portable microphone GG to arrange for the doctors use his projector RG to email poster to JJ to send to Parish Council to distribute KR to send a copy of the poster to all practice managers KM to email poster to other Care Coordinators JC to inform the local WI of the event Arrange to bring tea towels for use in the kitchen. KR and KM to ensure screen and projector are available and set up beforehand; also KR/KM to find out how to use laptop and projector and visit the hall for a dummy run. RG to put together a feedback form KR to print off the forms and provide pens KM to order badges for PPG members TS to be available to open the church	Complete RG/ongoing Ongoing JJ GG RG KR KM JC KR/TS? KR/KM RG KR KM TS
PPG promotional leaflet	RG to have 1000 of the leaflets printed by the CCG.	Ongoing
PPG email address	(Item 4b) RG to discuss monitoring email with HS/KR	RG/HS/KR