



The Winchcombe Medical Centre
Patient Group

**Minutes of the Tuesday 2nd May 2023 meeting
held
at Winchcombe Medical Centre**

1. Welcome

Chairman Graham welcomed everyone to the meeting and introduced new members Steve Milton and Pam Gallon and welcomed Honesty Walker to her first meeting.

2. Present

Graham Ogden (Chairman), Gill Cocks (Vice Chair), Kath Southwell (Secretary), Mike Otter (Treasurer), Geoff Cove, Deborah Hunt, Andrea Davies, Andy Gay, Else Ogden, Honesty Walker, Steve Milton, Pam Gallon, Melissa Parsloe (Practice Manager) and Dr Charles Inman.

3. Apologies

Jane Stevenson and Roy Tustin

4. Minutes of the previous meeting

The Minutes of the previous meetings held on 29th November 2022 and 31st January 2023 were agreed as correct following the requested amendments and Graham, as Chairman, signed these as true records of the meetings.

5. Matters Arising: -

Social Media : Andrea reported that she has made no progress with this despite, in an effort to entice a younger audience, inviting students to undertake this as part of their studies at College. We all agreed that Facebook (F/B) is rather outdated among younger people and other platforms are now more popular. WMC has a F/B page and a comprehensive website where information about the Patient Group(PG) is available. The new PG Newsletter was agreed to be an effective way of reaching those patients who are not computer or iPhone users. No further action to be taken.

Video/Film: Andrea reported back that no progress has been made to set a date for this due to the high level of commitments between both her son (who will record the videos) and the Medical Staff. It is hoped that a mutually convenient date can be arranged in the next couple of months.

Winchcombe School Event: Geoff reported back that this event was very successful - with a wide variety of organisations represented plus Quizzes, Worksheets and other activities to make the event more interesting and interactive for the students. Evaluation feedback questionnaires identified that the students would like even more interaction! Geoff wanted the meeting to know that Roy had spent a lot of his time organising this event but that due to family circumstances was unable to attend on the day. It was agreed that holding this event during Cheltenham Festival Race week was not ideal and hope that next year's event can be on a different date. Geoff agreed to liaise with the school.

Dying Matters: Melissa has not yet spoken to Karen about this but intends to do so in the near future. Andrea suggested that this might be an informative and interesting topic for a future PG Event. Death, dying and all matters surrounding preparing for the inevitable is still very much a taboo topic in many families. It was agreed that Kath, Else and Andrea would meet to discuss and plan for an event in the future and topics and possible guest speakers could be identified.

6. Newsletter All agreed that the first newsletter has been very successful with lots of useful information about the PG and Medical Centre amongst other news items. A Spring edition is nearly ready for circulation. Steve asked whether it might be beneficial to display useful phone numbers/ email addresses too - such as self referral contact details to allied professionals amongst others. There was some discussion around topics that might be included in the Autumn Newsletter- 'getting the most out of your GP appointment' and 'protecting skin from sun damage' were identified for possible inclusion.

7. Men's Health Event Geoff updated the meeting that this event, organised by the PG, is to take place on 16th May at the Working Men's Club in Winchcombe from 7.30/9.30pm. Dr Kilshaw and Nick Puffett will be presenting the event. Posters are being printed to advertise the event costing £50. WMC will send out SMS messages to the target audience. Steve, Andy, Graham and Mike have offered to help Geoff set up and manage the men only event.

8. Constitution The PG agreed to the proposed changes circulated by the Chairman prior to the meeting - namely:

a) The Generic term 'NHS organisation' be used - as reorganisations in the NHS can be fairly frequent.

b) The tenure of member's appointments will be considered at the AGM.

c) At present there is no record of the start date of the current committee members. Kath to go back through past minutes to ascertain this where members are unable to recall their joining date. Graham will amend the Contact Details Spreadsheet to include this information and will contact members with suggested "lengths of service". Tenure is for a period of 3 years, with a maximum of 2 terms unless vacancies remain unfilled when a further term will be permitted if approved by the Group.

d) To hold the AGM after the 2nd PG Meeting of the year rather than on a specific date.

9. Treasurer's Report Mike reported that we started the year with a Balance of £429.40 and following expenditure at the School Health Event now have available funds of £379.40. He will talk to Winchcombe Rotary about sponsorship for the forthcoming Men's Health Event.

10. WMC Update.

- a) Melissa gave the Committee a comprehensive update on Staffing, Patient Satisfaction Questionnaires and a Primary Care Network Spreadsheet detailing the Allocation of the Health Team across our area. (Please refer to the attached document).
- b) The patient population is now 7,965 - an increase of 0.4% since the last meeting.
- c) 4,412 patient appointments were held in April. Systems online link to NHS records still being processed. Staff need enhanced training as to what information constraints may be needed to maintain confidentiality. It is hoped the new service will be up and running by October.
- d) Geoff highlighted difficulties in securing appointments at other Surgeries in our Group. No availability for on the day appointments and people need to book at least 2 weeks in advance.
- e) It is intended that Respiratory, Diabetic and other specialist clinics can be held at a Host Surgery to spread the load and provide a more efficient service.

11. AOB

Stall at Country Fair in August Kath suggested having a PG dedicated stall at this year's Country Fair as it was felt last year's shared facility with the NHS bus wasn't too successful. It would be an opportunity to raise awareness of the services available at our Medical Centre and raise awareness of the PG. Kath to make contact with the Stalls allocator asap.

12. Date and time of next meeting The next meeting will take place on Tuesday 5th September at 6pm in the Medical Centre.

13. Close

Signed

