



Welton & District Patients' and Doctors' Association

Approved Minutes of Executive Committee Meeting

Held on: Thursday 5th April 2018 7.30 pm at the Health Centre

At 7 pm, prior to starting the meeting, members of the Pantomime Group presented to medical and nursing staff, equipment for use in the surgery. These donations had been given through money raised at the 2017 events.

Present: David Kitching (DK) (Chairman), Jan Sims (JS) (Treasurer), Janet Goddard (JG) (Transport Co-ordinator), Jane Padgett (JP), Betty Blower (BB), Janet Lynch (JL), Mike Lynch (ML) (Vice-Chairman), Chris Jackson (CJ) (Events Co-ordinator), Irene Mccully (IMcC), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW) (Interim Secretary)

1 Apologies for Absence: None

2 Minutes of Last Meeting:

NP made some amendments to the Minutes, which were all agreed upon. A discussion then followed regarding the use of Dictaphone equipment to enable the Minutes to be correctly produced.

3 Matters Arising: None

4 Treasurer's Report

Since the last meeting on 15th March, there have been no monies banked.

Expenses totaled £1,190.09 for the Health Centre purchases, which were agreed by the Committee:

Doppler cuffs and case £618.36 and £571.73 for a light and mobile stand for use by the nurses.

The General Account now stands at £7,875.13.

5 Events Co-ordinator's Report

Members of the Events Committee met on 29th March to confirm the arrangements for the Spring Lunch for which 93 tickets had been sold. There was also a discussion regarding volunteers for the Plant Sale on 7th May.

6 Transport Co-ordinator's Report

Interest account
£5,608.72

Current account
£412.35

Cash in hand
£245

Income since last meeting:

EBay cash sale
£30.00

Gumtree cash sale
£45.00

Donations
£15.00

Interest
£0.30

Expenses since last meeting:

Car canes
£94.50

Information Commissioners Office
£35.00

Laminating pouches & suspension files
£34.33

JG reported that the new driver was now ready to drive, with a WHC day and hospital visit booked so far. JG had signed up a further driver from Welton who is waiting for his badge, as well as a man from Dunholme, who is already DBS checked for his work with Dial A Ride.

JG reported getting multiple requests for transport for the same patients. For example, in one week there had been 13 for 1 patient, followed by 6, a 16 and a further 9. JG wondered were these appointments for services no longer provided at the surgery. NP said that if JG gave her the patients' names she could check. The transport sub-committee hope to install in the system a

method of remembering booking details in order that multiple journeys would be easier to book, and the only extra information to input would be the date and time of each appointment.

The drivers' meeting has been arranged for Thursday 10th May. Alastair Mcphie-Meiklejon of Goulding, Young and Mawer, Auctioneers and Valuers would be the speaker for the evening. He was delighted to return and would not charge a fee. He would like attendees to bring an item of interest to be talked about and valued.

7 Health Centre Liaison

NP made a request for Ela Baxter to attend the next meeting in June to discuss the results of the recent patient survey. Another request was made for Beckie McConville, Neighbourhood Team Lead to come and talk to the Committee with regard to neighbourhood teams and what she is trying to implement in the area. Beckie would come to the July meeting at 7 pm and Committee business start at 7.30 pm.

8 Feedback from Growing PPG Networks & Effectiveness Event

DK/EW reported on the event which they had attended on 6th February at Ruston Sports and Social Club. It was felt that the event was useful in getting PPGs to contribute and be more involved with their GP Practices. There had been a session on funding and how to identify the 'right' funder. Kevin Gibson, the Event organiser, said that further events would be arranged. He also said that he would invite Dr Ian Lacy to give a talk at WHC.

9 ML -Data Protection Status

ML said that the data protection act was being amended in May and that there was little that would affect our current practice.

10 ML - Charity Status

ML had looked into this and reported that charitable organisations with an annual income of less than £5,000 per year are not required to register as a charity. When a charity is registered there is a significant amount of paperwork and admin involved and ML felt that we should avoid this. Any organisation whose activities meet the Charity Commission criteria must register. If an organisations objectives in any way fall outside the Commission's criteria, then they are not permitted to register. He felt that to clarify the situation as far as charity status was concerned, that we include in the Constitution a clause that would fall outside of the Charity Commission's registration criteria.

DK/ML to speak to Elaine to review everything we have got on there regarding PDA matters.

11 Any Other Business

JS sought clarification on the issue of the PDA paying 50% of VAT on purchases for the HC. NP confirmed that this was the case.

ML reported that the Transport Committee had had a discussion regarding advance driver training. The cost of training each driver would be approximately £60. JP and IMcC volunteered to take the course.

12 Date and Time of Next Meeting:

Thursday, 7th June at 7.30 pm

The meeting concluded at 8.45 pm.