

Welton & District Patients' and Doctors' Association
Minutes of Executive Committee Meeting



Date: 7th June 2018

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

Prior to starting the meeting Ela Baxter gave a presentation on the results of the patients' annual survey that was carried out in the surgery in January this year. Ela's report was distributed with these minutes.

1. Apologies for absence: Eunice Wright (Interim Secretary)

2. Minutes of the last Meeting:

One amendment was made to the wording regarding the presentation made by the Welton pantomime group at the April meeting. The surgery had bought medical equipment with the £500 they had donated.

It was agreed at the meeting that the minutes should not be published on the website until any amendments have been made and approved.

NP was sorry that she was unable to provide a Dictaphone for the meeting as they were all being used at the present time.

3. Matters Arising:

Item 10: "DK/ML to speak to Elaine ..." ML will arrange with Elaine for the agreed amendments to web site to be implemented.

Action ML

4. Treasurer's Report (JS)

Since the last meeting on the 5th of April 2018 we have received £2174.04 in donations.

£2000 came from the late Mrs Rawnsley.

£19.65 from Saint Mary's Church collection

£154.39 from Welton gardening club.

We have also made £965.11 from our own fundraising.

£427.46 profit made at the spring lunch and £537.65 profit made from the plant sale at the Mayfair (£466.65 on the day and £71 at Chris's house)

There has been no expenditure so the general account now stands at £11,014.28.

Some of this money is being held for the new surgery extension, which is hoped to be completed in the near future.

5. Events Committee Report (CJ)

At the spring lunch on the 27th of April, we had 91 paying customers who after a few worries regarding the butcher all enjoyed a lovely steak pie meal. There were lots of good comments and feedback some saying this was the best meal we had served. The total profit for the day was £742 but this included £315 from the raffle, which we had agreed previously should be donated in Dr Howard's memory to the charities chosen by his family, the British Heart Foundation and the scouts.

The plant sale at the May Fair on the 7th of May was another resounding success partly due to the glorious weather. The total raised, including some after sales at the gate was £537. A letter of thanks has been sent to Mr Bowden for the many plants that he supplied again this year.

Thoughts now turn to the Autumn fair and Janet has already started her arm-twisting for raffle prizes!

Village Hall

I was unable to attend the AGM on the 4th of June but from a copy of the accounts that I have received the management of the hall still appears to be in good hands. I have not heard if there have been any changes to the executive committee. This meeting was followed by a management committee meeting and items on the agenda were data protection, a draft safeguarding policy and draft fire evacuation policy. I will report back on these after the next VH meeting, which will be in September.

6. Transport Coordinator Report (JG)

Interest a/c	£5309.28
Current a/c	£175.50
Cash in hand	£263.54
Income since last meeting	
E bay cash sale	£88.00
E bay Feb to Apr	£110.38
Donations	£13.00
Interest	£0.25
Repayment of plant table hire	£10.00
Expenses since last meeting	
E bay postage	£27.59

May Fair table hire	£10.00
SCIS Domain Renewal	£31.20
SCIS hosting + rapid SSL Certificate	£95.98
SCIS 3 year security renewal	£84.92
Drivers payments Jan to March	£438.74
Drivers meeting expenses	£45.16
Speakers expenses	£30.00

The drivers meeting on Thursday 10th May was well attended and I think enjoyed by everyone.

The new drivers from Scothern and Dunholme are now doing regular drives but, unfortunately, the gentleman from Welton has been advised not to drive for the next 6 months because of his own medical problems. He is DBS checked and ready to go once he has his doctors' permission to drive.

I now have the promise of a weekend hotel break for 2 for the raffle, thanks again to Chestnut Homes. I also have a boxed bottle of champagne and 2 flutes from Rippon Homes and an MOT test from Bathurst motors. Can we agree that the committee put together a hamper again? I am chasing up a few other developers that I've contacted and will then be in a position to get the tickets printed.

I received a very nice letter from 1 of the diners at the Spring lunch saying how much he and his companion had enjoyed the meal and how much he appreciated the effort we had made to make it an excellent social occasion!

It was agreed that JG would compile a budget of expected expenditure for the rest of the year (based on last year's expenditure) for presentation to the next meeting. Going forward, a budget would be prepared for the first meeting following the AGM, to include all routine & expected expenditure for the following 12 months. Following approval of this budget, the relevant executive officers would be able to incur such expenditure on behalf of the PDA, without further recourse to the committee.

Action JG

7. Practice Manager Report (NP)

Nadina thanked the PDA for all their hard work in delivering the delicious Spring lunch that was enjoyed by everybody - all involved did a great job.

Thank you also to the PDA for donating the proceeds of the raffle (£315.00) to Dr Howard's charities. Nadina plans to pass this over to Mrs Howard with all of

the other donations received as well as the condolence books signed in the surgery.

Dr Howard's son, Rory, is hoping to go to University to study medicine and so in support of his application for this and for his own personal development he has undergone phlebotomy training and after some supervised venipuncture 'sign-offs' he will be able to help us out with some clinics in the Practice. Dr Howard was very keen for him to do this and we are in complete support of Rory and his development.

Following on from the discussion earlier tonight about the patient survey, we have had the opportunity to discuss some elements of this with the partners and this, combined with the logistical pressures we have faced in terms of appointment and obtaining locums recently we have considered ways of tweaking the appointment system on a trial basis to alleviate some of the pressures. This may include extending the daily acute illness clinic to 11am each morning and for the GP's to ring patients directly with results rather than asking reception to ask them to make an appointment. We will then review the system fully later in the year when our Nurse Prescriber's have finished their University training. The PDA thought these ideas were good and reasonable given the current situation doctor wise. Nadina advised that there would be an imminent update regarding a salaried GP and that she would respectfully inform the PDA before this information was made public.

Nadina updated on the developments with the building next door - we just need to submit some final information to the CCG, although in principle the agreement has been formally made. We discussed the layout of the building and how the basic plans looked and how the waiting room in this side of the building would need a tidy up.

It is planned that we will remove some of the posters in the waiting room to make it more visually appealing and have 'themed months' on the notice boards to make them current and fresh. To aid this it was asked if the PDA would consider supporting the practice by purchasing some larger notices to help educate patients in what each clinician can do, what alternatives may be available etc and also a notice board to give details of number of appointments and number of GP's available for acute illness clinic each day. The committee thought this may be helpful and agreed for Nadina to get some costs on this for the next meeting.

Nadina also asked for financial support to purchase a mobile light for one of the nurses consulting room to aid the nurses for examination procedures such as cervical smears, internal and external examinations and general close up work. It was felt that this would make the experience quicker and therefore more comfortable experience for the patient and so this was agreed for Nadina to go ahead. A request was also made for a Poppitts deblistering device for the dispensing staff. The device will allow staff to distribute medication from the

blister packs to the dispex boxes much more quickly and therefore allow the practice to offer this service to a greater number of patients that require help and support with administering their medication. It was felt that this could help more patients to manage their medication and so would be a worthwhile investment - it was agreed for Nadina to go ahead and purchase this.

8. LCC Community Awards – Group Award

It was decided that the following people would go to the Lincolnshire show to receive the award David Kitching, Janet Goddard, Jan Sims, Jane Padgett, David was keen for some representation from the surgery so Nadina and Sally would hopefully attend. It was agreed that Janet would nominate two drivers to be invited to also represent the PDA.

Action: JG

9. Feedback from advanced driver training (JP)

Advanced driving is based upon the system of car control detailed and road craft (police hand book). There are three levels of qualification for the test

Gold high confidence high standard

Silver above average

Bronze good level safe driving.

Each driver has to apply to ROSPA (Royal Society for the prevention of accidents)

The fee for each driver is £62 (including VAT)

A local instructor is contacted for lessons, you will use your own car. Once the test is taken a level is given the examiners decision is final but can be challenged but only once.

The test will take about 45 minutes or could take one hour 15 minutes maximum. RoSPA will contact successful drivers every three years to review driving. The test will cover all aspects of driving including a small verbal theory test from the up-to-date HighwayCode.

10. AOB

a. ML noticed the clock had gone missing, NP to investigate.

Action NP

b. ML to bring a laptop and cable to next meeting to display the minutes and agenda on the TV.

Action ML

c. Agreed to join National Association for Patient Participation (NAPP). JS to post application form with cheque for £60 to cover the membership fee.

Action JS

Date and time of next meeting

Thursday 5th July 2018 at 7 pm in the Health Centre.

The meeting ended at 9.18 pm