

# Welton & District Patients' and Doctors' Association

## Approved Minutes of Executive Committee Meeting



Date: 6th September 2018

Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Eunice Wright (EW), 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) (Interim Secretary)

1. Apologies for absence:

Irene McCully.

2. Minutes of the last Meeting:

Agreed to be a correct record and will be sent to Elaine Saville for posting on the surgery's website.

3. Matters Arising:

Agreed to leave the updating of the PDA web pages until after the AGM.

4. Mileage for Life "driving Course" (DK/ML)

Lincolnshire Road Safety Partnership (LRSP) offers a driving refresher course for the over 60's free of charge. It was agreed the driving course was a good idea. Janet will write to all the drivers to encourage them to attend whilst making clear there is no obligation to do so. The LRSP will put on a course for the PDA if there are sufficient numbers.

5. ROSPA proposals – vote

The committee voted for option C: PDA funds & offers ROSPA course to drivers on an individual basis e.g. after a period of not driving due to illness etc.

The committee agreed to fund JP and ImcC completion of the ROSPA course.

6. Treasurer's Report (JS)

Since the last meeting I have banked £24.64, which was £7.60 for knitted goods sold and £17.04 for cards sold at the surgery. Expenditure totals £938.84, this being £60 for the NAPP membership £328.90 for the de-blister for the pharmacist and £549.94 for an examination light for the nurses. This leaves the balance of the general account at £10,100.08

## 7. Events Committee Report (CJ)

We are planning a meeting for Wednesday 12<sup>th</sup> but most things are in hand. Raffle prizes coming in steadily. If anyone has anything suitable for the tombola or bottle & glass stall that they would like to donate please can they let either JG or me have it ASAP.

Village hall

CJ attended the meeting on Monday when representatives from the Threshold church attended. They have asked if they can have regular use of the hall on Sunday mornings and they are working with the executive committee and the pantomime group to improve the stage area with new lighting and sound system. Hopefully when this is in place we will no longer need to borrow the speaker from the parish council for our events.

At the previous meeting when I was unable to attend they had agreed new hire charges from 1<sup>st</sup> September. The charges will increase by £1 for the first hour and 50p for each hour after that. They are also bringing in a charge of £20 for anyone who wants a bar providing. Previously this had only been charged to low users such as ourselves.

New fire instructions and a safe guarding policy (which I have already circulated to everyone) have also been adopted.

## 8. Transport Coordinator's Report (JG)

Interest a/c     £5426.99

Current a/c     £80.14

Cash in hand   £50.44

Income since last meeting:

E bay cash sale                     £228.00

Gumtree cash sales                   £70.00

Donations                             £52.40

Interest                                 £0.71

Garage sale                             £53.50

SCIS credit note for duplicate invoice                     £10.80

Expenses since last meeting

Raffle ticket printing                   £99.30

Drivers payments April to June	£478.12
Certificate reprint and frame	£17.94
To bank	£617.00

Of the £478.12 paid to drivers for Apr to June period, £93.60 was for top-up to journeys to Ravendale Drive clinic, which was over and above the charge that would have been made per village to h/c.

I was asked to make an estimate of expenses associated with the running of the transport scheme. Based on the 12 month accounting period 2016/2017 the total spent was £595.22. This was made up of

1 off purchases	£338.46
Car canes	£229.50
Lanyards	£75.00
Laminator and pouches	£33.96
On-going purchases	£246.76
Raffle licence	£20.00
Raffle ticket printing	£84.30
Drivers meeting	£39.12
Stamps and printer cartridges	£103.34

We now have 25 prizes for the raffle with other enquiries to follow up.

I've signed up another new driver from Welton who used to drive for NSL in Yorkshire. His DBS is cleared and he's already done several journeys in the past 2 weeks. A further driver has today agreed to join the scheme.

I had an email from the Co-op yesterday saying that unfortunately, due to change in policy, we won't be allowed to sell raffle tickets in their stores this year. They have offered us a raffle prize to the value of £30 which, as I pointed out when accepting, doesn't really make up for the £200-£300 we usually sell over 2 dates selling in store.

I have also been told today that Sudbrooke Parish Council have taken the decision to charge all news items submitted for entry in their monthly magazine at 50% of the advertising rate. There is a PC meeting tonight at which this decision will be discussed along with the implications.

It was agreed by the committee that JG can have a budget of £250 for this financial year.

The account books have been given to the accountant will be back for the AGM.

## 9. Health Centre Liaison Report (NP)

### UPDATES FROM LAST MEETING IN JUNE

We spoke about the acute clinics and possibly extending them. We have now trialed this but it is not in place long term.

We talked about tidying up the waiting room and this has now been done as best we can by the reception staff but we will still ask for support to provide some display materials / posters in the future.

### EXTENDED HOURS

As we have spoken about previously, the extended hours started on the 1st September 2018. The Practice will be offering extended appointments under the new scheme every Monday between 3pm and 5.30pm, alternate Mondays between 6.30pm and 8pm and then approx. one in five weekends on a Friday from 6.30pm to 8pm and Saturday and Sunday mornings between 8.30am and 10am.

Appointments will be pre-bookable and for non-urgent conditions. There will be a GP, Nurse and receptionist here during those times. Patients may be seen at any of the 7 member practices that are participating but they must have consented to share their records with other practices to be able to book into these or other surgeries / clinics.

We had our first extended hours' surgery on Monday of this week, after two other surgeries taking their turn on the weekend days.

We will still continue with the old extended access appointments on a Monday night until the end of March when this contract expires and the provision for the new extended hours increases – the two are currently overlapping.

### STAFFING CHANGES

Dr. Cheryl Mensah started at the Practice in August and we have a new cleaner (Deanna), receptionist (Julie) and Dispenser (Anita) who will be starting this month.

Kerry our Nurse Practitioner has had to leave the practice due to family commitments however we are continuing with the training of Lottie and Becky who are able to prescribe and are regularly seeing patients in acute clinics now. Loretta our midwife is retiring at the end of September. There is a message book and collection in the waiting room.

### FINANCIAL SUPPORT

Becky and Lottie have started to do home visits for the benefit of those patients unable to attend the surgery. They are able to do this but have some equipment requirements that would make the visits easier and more comfortable for patients giving more accurate test based diagnosis. They currently need thermometer, pulse oximeter, glucometer, reflex hammer, peak flow meter, sphygmomanometer with normal and large cuffs. We have had a search round and managed to recycle what we can from the surgery but they would be grateful if you would agree to fund the remaining for them. The cost for these is unknown at present but will not exceed £500. The committee approved the purchase of these items from PDA funds.

The practice is about to start its flu vaccines and there are some complicated schedules this year with patients over 65 needing a different vaccine to those under 65, never mind the children or egg allergy vaccines. Thought it would be helpful to have a banner (or two) to remind patients the vaccines are here and to come to drop in clinics so they are vaccinated as soon as possible to prevent them catching the flu. We could put these on the front wall of the car park and the side of dispensary to remind people driving past or as they are passing. Looking at approx. £40 per banner – reusable every year. The committee approved the purchase of these items from PDA funds.

#### AOB

NAPP: access to the website has yet to be resolved. DK/ML to arrange by next meeting.

Action: DK/ML

Ghost Patients: A member of the public wanted to know about ghost patients in the practice. NP outlined to the committee the steps taken by the practice to avoid ghost patients.

Date and time of next meeting:

**Thursday 1<sup>st</sup> November 7.30 pm in the Health Centre.**

**This will be the AGM**

**The meeting ended at 21.14 pm**