



Welton & District Patients' and Doctors' Association

Draft Minutes of Executive Committee Meeting

Date: 1st November 2018 at 7:30 PM.

Location: Welton Family Health Centre

Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Goddard (JG) (Transport Coordinator), Chris Jackson (CJ) (Events Coordinator), Jane Padgett (JP), Betty Blower (BB), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW), Irene McCully (IMcC), Pat Kitching, John Smith, Liz Smith, Denis Minnitt, Roy Minnitt, Brian Beardsall, Janet Beardsall, PW Forman, M Bartlett, Salli Stead

1. Apologies for absence:

Janet Lynch (JL) (Acting Secretary), Jan Sims (Treasurer), Irene McCully, Jean and Tony Peatman, Peter and Katrina Morton, Shirley Wildsmith.

2. Presentation

Prior to the start of the formal meeting DK welcomed and introduced Dr. Fickling, and the two Advanced Nurse Practitioners: Rebecca Jones and Charlotte Cody; who gave a presentation on the role of the Advanced Nurse Practitioner.

Dr. Fickling stated that the Practice looked after 9,378 patients, over 1,000 of whom were aged 65 and over. 2018 had been a very difficult year with the loss of 2 full time GPs. The role of GPs was changing and the Practice met the Government target of 72 appointments per 1,000 patients. The truth was that there were not enough GPs being recruited and many of the current GPs were approaching retirement. There were 500 GP vacancies during the months between March and June. As a rural Practice this was even worse. An answer to this situation was to utilise nurses better and to this end, the Practice has encouraged the training of Rebecca and Charlotte to Advanced Nurse Practitioner level.

Rebecca described in detail the training that she, and Charlotte had undertaken. Charlotte described the type of patients they would see and stated that the GP would still be responsible for patients with complex needs, persistent conditions, anything pregnancy-related, and mental health issues; and outlined when it would be appropriate to attend the practice, A&E or see a Pharmacist. GPs and ANPs have 10 minute appointment slots, so have time for 1 problem only per appointment. Patients can request a longer appointment if they have multiple issues to discuss.

Dr. Fickling said that all the staff at the Practice were grateful for the PDA's contribution, especially in the transporting of patients to the surgery or to hospital appointments, sometimes at short notice.

At the end of the presentation the Chairman presented to the two Advanced Nurse Practitioners some equipment that they had requested in order to assist them, especially on home visits.

3. Minutes of the Previous Meeting

Accepted as correct with no matters arising.

4. Chairman's Report

My first year as Chairman has been mixed. We were all saddened by the sudden and tragic death of Dr. Mark Howard, senior partner at the Practice in February, and more recently, the news that Dr. Andrew Barber is very ill and unable to work at the present time. Such occurrences are a salient reminder that illness affects us all. It reminds us also of the need for good local health services which all of us will be requiring at some time. Health is everyone's business and our collective involvement is in the community's interest.

On a positive note was the excellent news that the PDA had received recognition from Lincolnshire County Council as Winner of its "Good Citizen" Award - Community Group - for 2018. Those who have supported and contributed to the PDA over the past year, and during previous years, should be very proud of this achievement. Special thanks must go to Peter Morton (former Chairman) who submitted the nomination of the PDA for this award. Members of the Committee who attended the Presentation of the Award at the Lincolnshire Show had a very enjoyable time.

This has been another very successful year both for raising funds and transporting patients, more of which you will hear from the respective Committee Members.

Mike Lynch spotted an opportunity for a Mileage for Life driving course, provided by the Lincolnshire Road Safety Partnership. Through the good organisational skills of Janet Goddard, the PDA drivers can attend this course at a local venue. With regard to "patient representation" the PDA renewed its membership of NAPP (National Association of Participation) whom we hope to engage with as appropriate to develop this aspect of PDA activity.

The Chairman thanked the PDA Officers and Committee members for their support and understanding as he had undertaken his new role as Chairman over the past year. Special thanks were extended to the drivers, volunteers and all helpers for giving their time and unstinting support to the PDA and the wider community. One grateful patient had written to JG: "I would like to express my thanks for the efficient transport service. Having been with other Practices during her lifetime, she was grateful that the stress was removed when booking appointments and transport at Welton HC.

5. Treasurer's Report (presented by DK)

Thanks were expressed to Craig Thornton for auditing the PDA accounts for the financial year from 1st September 2017 to 31st August 2018.

The total income of the General Accounts for this financial year was £6,612.43 comprising:

- £4272.63 Fund raising (Autumn fayre, lunches, plant sales)
- £74.44 Health centre sales (knitted goods, cards)
- £71.02 Co op dividend raised
- £2194.34 Donations

On behalf of the PDA, I would like to thank everyone who has made a donation to us. Every donation is greatly received and appreciated.

The total of expenditure of the general Account for this financial year was £2298.11 comprising:

- £2068.93 items purchased for the health centre
- £618.36 Doppler cuffs and case
- £571.73 Light with mobile stand
- £ 328.90 Poppit de- Blister
- £549.94 Nurses examination light
- £123.20 Insurance for charities and community groups
- £20.00 Yearly raffle license
- £25.98 Village hall hire for autumn fayre
- £60.00 NAPP membership (National association for Patient participation)

As of the end of this financial year ending 31st August 2018 the balance of the general Accounts is £10,100.08

6. Events Committee Report

The first fund raising event of the year was the Autumn Fayre held in the Village Hall on 21st October 2017. As usual there was a raffle, tombola, games, a cake stall, bric-a-brac and craft stalls, and the cafe ladies were kept busy serving their home made cakes etc. A total of £2,500 was raised. A big thank you goes to everyone who helped in any way. Once again Janet and Nadina used their persuasive powers to obtain the prizes and Janet managed ticket sales. Grateful thanks go to all who kindly donated prizes and everyone who sold tickets with special mention to those who volunteered at the Co-op and the Health Centre.

On 8th December 2017 98 diners sat down to a traditional Christmas Lunch. The children from St Mary's School were again invited to perform a selection of Christmas songs and carols before the meal, which was enjoyed by everyone. There was the usual raffle, cake stall and sale of books and donated Christmas items and altogether a total of £800 was raised. Many thanks again go to all those who helped set up the tables in the Village Hall, prepare, cook and serve the food and all the clearing up and washing up afterwards.

The Spring Lunch was held on Friday 27th April 2018. Tickets went on sale on 1st March and we soon had a waiting list. 93 people attended on the day. This year the raffle was held in memory of Dr Howard and a total of £315 was raised

for the British Heart Foundation and the Scouts which were the charities chosen by his family. The lunch itself raised £427.46 for PDA funds. Once again, thank you to everyone who helped in any way.

The following Monday it was the day of the Welton May Fair and we held our annual Plant Stall. Plants were donated by Committee members, drivers and local residents and Mr Bowden of Sudbeck Lane again provided 2 extremely full car loads! Many thanks to all Committee members and friends who manned the stall. The weather was perfect and we took a record amount of £537 including some after sales. As the Chapel had already held their plant sale the unsold plants were taken to the St Barnabas plant sale a couple of weeks later. As you can see, it has been a very successful year - the total amount raised including the Spring Lunch raffle being £4579.46 and thanks go to everyone who has contributed in any way. It has been a real team effort.

7. Transport Coordinator's Report

The total miles travelled between 1st Oct 17 and 30th Sept 2018 were 26,433 (3,590 more than previous year). 1,625 journeys were covered carrying 1,733 patients. The total amount paid out to drivers for this period was £1,809.58 an increase of £334.53 on the previous 12 months.

The total amount held in Transport accounts at 31st August 2018 was £6326.30. Donations from patients amounted to £280.90 Ebay sales were £819.92 and Gumtree and other cash sales £405. Thanks to Mike Lynch for Ebay, Chris Jackson for Gumtree and Jane Padgett and Ann Logsdail for selling items from their drives and garages.

During the last 12 months 5 new drivers have joined us. Chris Brooke, Steve Gibson, Mick Hurdley, Chris Jones and Andy Sims. Paul Dyson and Bob Jackson have both left the scheme.

The emergency drivers list has now been updated and ordered by likely availability. This is to assist the Health Centre staff when I am not available and they have last minute requests. As the hospitals play catch up we are getting more requests sometimes with only a few hours' notice to the patient. Understandably if the patient gets a telephone appointment due to a cancellation, they take the appointment and then worry about getting there! The drivers meeting held on 11th May 2018 had a better attendance than in the previous 2 years. The speaker was Alastair McFie-Micheljon of Goulding, Young and Mawer auctioneers and valuers. He gave us a humorous talk and discussed various items taken along by drivers.

Finally a thank you from me to Jan, Peter and Mike for taking over the transport booking while I have taken holiday and to the the staff who continue to work with me to make the transport scheme run as smoothly as possible. I like to think we face the challenges together!

8. Health Centre Liaison Officer's Report

I'd like to start by thanking Dr Fickling, Becky and Lottie for their informative and very topical talk on the evolving role of the Nurse Practitioner this evening. I'm sure for some of you it's nice to be able to put a face to a name and hopefully now you will

understand a bit more about their role in the practice and how that fits in with plans for the future.

As always, I'd also like to thank the committee for their continued hard work and dedication to the PDA and the Practice. They generously volunteer their time and support for the Practice at events, committee meetings and behind the scenes within the fundraising, transport and catering sub committees which helps to keep things running smoothly and also raise a significant amount of money for me to spend on the practice!

Thank you also to Janet and to all of the volunteer drivers for providing an excellent transport service - we do have our teething problems at times but manage to get through them and keep patients moving.

Normally, I would take this opportunity to recap over the last twelve months and talk about how we expect the next twelve months to pan out. However, this year is different. Having been here eighteen years this year I can honestly say this has been the most difficult year to date. As you will all be aware, Dr Howard died very suddenly in February. The unexpected and shocking news hit the Practice hard. Quite often we are busy with our day-to-day roles that we forget to see the value of the team and individuals within and this has never been more apparent than during this time. The respect and love shown for Dr Howard in the aftermath of his death was humbling and very much appreciated. Dr Howard's family and the Practice are grateful for the kind donations made towards the chosen charities, which I am told raised in excess of £3000.

Very recently we have been given the sad news that Dr Barber is very unwell with a rare and severe lung condition and will be unable to work for some time. One wonders how much more we can cope with during what are generally very difficult times for general practice. But we are strong and resilient and every day we come to work to provide the best possible care we are able to for our patients. We would like to thank the PDA and patients for supporting us through this.

The Practice is now taking the time to consolidate the team and try to maintain the high quality service we have always provided. Things that we are able to look forward to in the next twelve months are, as mentioned earlier, the development of our two wonderful Nurse Practitioners who will be able to support the GP's in providing additional access and skill mix, working as part of the IMP Federation which is allowing us to provide additional appointments through the extended hours service and providing a consistent service for ear syringing, 24 hour BP and ECGs within primary care. Hopefully at some point the extension into the building next door will give the potential to expand our services further. We have also nominated our former midwife Loretta, for the local NHS awards and we are pleased to say that she has been shortlisted as a finalist.

We know that the next twelve months will be just as difficult. Regaining stability is our overall priority, and this takes time and resources to achieve. I am proud of the team that we work in, and proud to work alongside the PDA and patients that wholeheartedly and sympathetically understand the pressures we face. We are grateful for the support and kindness offered to us and hope for a more settled 2019. Thank you.

9. Election of Officers

DK stated that all current officers and members of the executive committee were willing to serve for another year, and that Janet Lynch was willing to take on the role of Secretary. He thanked Eunice Wright for acting as Interim Secretary during the past year. DK had not received any other nominations and asked if anyone at the meeting wished to make a nomination. There being no other nominations it was agreed that the current officers and committee members would serve for another year, with Janet Lynch adopting the role of Secretary.

Chairman	David Kitching
Vice-Chairman	Mike Lynch
Secretary	Janet Lynch
Treasurer	Jan Sims
Transport Co-ordinator	Janet Goddard
Events Co-ordinator	Chris Jackson
Committee Members	Betty Blower, Jane Padgett, Irene Mccully, Eunice Wright

Nadina Prestedge ex-officio Practice Manager

10 AOB - None

Date and time of next meeting:

Thursday 24th October 2019 at 7:30 pm in the Health Centre.

The meeting ended at 8:20 pm and was followed by tea, coffee and biscuits.

POST MEETING NOTE

Following the meeting the executive committee decided to change the date of the next AGM to the 17th October 2019 at 7:30 pm in the Health Centre.