

Welton & District Patients' and Doctors' Association

Minutes of Executive Committee Meeting



Date: 8th November 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) (Secretary), Irene McCully (IMcC)

1. Apologies for absence:

Eunice Wright (EW)

2. Minutes of the last Meeting:

Agreed to be a correct record.

3. Matters Arising:

None.

4. Treasurer's Report (JS)

Since the last meeting on 6th September there has been no monies banked in the general Account.

£145.60 has been paid out for Public liability Insurance which runs from 20th October 2018 to 19th October 2019.

This brings the total balance of the General Account to £9,954.48

5. Events Committee Report (CJ)

Thank you to everyone who helped with the Autumn Fayre. This was again a resounding success with a total profit of £2,229. Although raffle ticket sales were down, the profit from the Fayre itself was up slightly on last year. Also due to lack of storage space some of the bric-a-brac had been sold earlier.

Tickets for the Xmas lunch are already sold out and we will be having a sub committee meeting shortly to make final arrangements.

In order to secure dates I have already booked the village hall for next year's events.

Spring Lunch: 5th April, to fit in with Easter and the Luncheon Club.

Autumn Fayre: 26th October, to fit in with the Shoebox jumble sales at Dunholme. Unfortunately this is the Saturday after the AGM and I wondered if it would be possible to bring the AGM forward by a week.

Agreed.

Christmas Lunch: 6th December.

I have had to complete a separate form for each booking and these will be returned to me showing the actual charges due which should help with Jan's accounting!

The Parish Council have donated their old speaker system to the PDA, which will save a lot of fetching and carrying. I have written them a letter of thanks.

6. Transport Coordinator's Report (JG)

Interest a/c £4878.56

Current a/c £91.89

Cash in hand £158.43

Income since last meeting:

E bay cash sale	£10.00
Donations	£112.77
Interest	£1.57
Garage sale	£39.00

Expenses since last meeting:

Printer cartridges	£31.88
Drivers payments July to Sept	£538.25
Postage stamps	£13.92
Gift for accountant	£8.98

A meeting of the transport sub- committee was held on Thursday 20th Sept.

4 agenda items were discussed:

1) To identify an agreed minimum time required to arrange a transport booking. After much discussion, and to reach agreement of all members, it was decided that I would continue to accept last minute requests as these were usually caused by last minute appointments being offered to patients by the LCH, often for the following day. There were also occasions when a Health

Centre doctor requested that a patient attend LCH for an urgent X-ray on the same day. In my absence Sally Arnold agreed to contact drivers on the emergency list in an attempt to obtain a driver. Following on from this, I have updated the emergency driver list and ordered them with most likely to be available at the top.

2) A concern was voiced as to what would happen if I as coordinator was suddenly unable to work for a period of time. Various suggestions were made including advertising for someone to cover. This was discounted as not being practical, paying a stand-in which again was discounted as a) not being fair to me and b) who would meet the cost. It was agreed that over a period of time I would list the various tasks I do to help induct a new coordinator.

3) Impact on PDA of Extended Opening Hours. It was agreed that the PDA would not be asked to transport patients for these appointments as the majority are expected to be patients who can't attend in the day due to other commitments and should therefore be able to drive themselves.

4) Change of charge to patients who are able to claim their fare back. It was agreed that patients who can claim the cost of transport back should be charged at full 45p per mile as there is no reason for the PDA to subsidise 3rd party organisations.

The Mileage for Life course offered by Lincs CC has been well received by drivers. 9 will be taking part in the theory session on Friday 16th November and a further 8 on Monday 26th November. The provision of the practical course is currently out for tender and should be arranged early next year.

Parking arrangements at Lincoln County Hospital are changing from Friday 23rd November. All drivers will have been informed prior to that date. I have typed up the new arrangements and am delivering along with renewed parking passes which currently expire at end of November.

I think as we only get a very small amount of interest on the business banking account it might be a good idea to combine the 2 transport accounts. If no-one has any objections I will go ahead and arrange it with the bank.

Agreed.

7. Health Centre Liaison Report (NP)

Nadina thanked the committee for their support and help since the news about Dr Barber's illness. Nadina explained that some of the acute clinics have been extremely busy in the last couple of weeks as we are trying to source locums to cover although this is often difficult at short notice.

As mentioned at the AGM, the practice sought permission for funding to buy a set of baby weighing scales. The Health Visitors used to weigh and measure babies but this service has for a long time been withdrawn.

We have reorganised our baby vaccination clinic to have 2 nurses running this alongside each other to double check vaccines as a safety measure and would like to set up a private room or area where babies can be stripped off and weighed and measure their height whilst waiting for vaccinations. This would be a valuable resource to mums who wouldn't then have to trek elsewhere for reassurance that their babies are progressing well.

The committee agreed to fund a pair of scales and measurement equipment and Nadina will report back the actual cost.

Nadina asked the committee if anyone would be willing to help out with asking patients to sign up for text messaging services on the flu clinic days – JG, DK and Pat Kitching should be able to help.

It was also asked if the committee would consider purchasing another banner to ask patients to sign up for text messaging services that could be hooked up once the flu vaccine banners come down. The committee agreed to this.

AOB

8. Plans/Targets for 2019

DK asked if it would be useful to have some plans/targets for the forthcoming year. He felt it was important that the PDA's documents be reviewed regularly.

The committee felt the PDA has functioned satisfactorily without a formal plan but DK/ML would review documents prior to putting them on the website.

Action DK/ML

9. PPG

There was a general discussion about the PPG role and how we might get patients to participate. DK thought this should best wait until the surgery expansion into the old library building is completed. ML suggested visiting local groups e.g. WI and lunch clubs. DK said he was prepared to join Health Centre staff (if they were willing to speak/present) with joint presentations if required to local groups about the changes at the Health Centre and attempt to recruit a cross-section of people for PPG. NP agreed to consult and discuss with staff. This would help provide feedback for HCPs on patients' perspectives on services and provide a "critical friend" to the Doctors as per the NAPP guidelines, demonstrating good patient partnerships and the type of relationships that the CCG and CQC would expect from local healthcare providers in the future.

10. Price of second hand books

JP on behalf of EW questioned whether we should increase the sale price of the second-hand books? After some discussion it was agreed to double the prices as follows: Paperback 50p each or 3 for £1, Hardbacks £1 each. DK agreed to underwrite the sale at the Christmas lunch to the value of £6 (the income generated last year), if the increased price led to decreased sales at the Christmas lunch.

Date and time of meetings for 2019:

3rd January 2019

7th March 2019

2nd May 2019

4th July 2019

5th September 2019

17th October 2019 AGM

7th November 2019

All to commence at 7.30pm in the Health Centre.

The meeting ended at 20.55 pm.