

Welton & District Patients' and Doctors' Association

Minutes of Executive Committee Meeting



Date: 3rd January 2019

Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Eunice Wright (EW), Janet Goddard (JG) (Transport Coordinator), Chris Jackson (CJ) (Events Coordinator), Jane Padgett (JP), Nadina Prestedge (NP) (Practice Manager), Janet Lynch (JL) (Secretary), Irene McCully (IMcC), Chris Scott (CS)

1. Apologies for absence:

Jan Sims (JS) (Treasurer), Betty Blower (BW)

Following the apologies DK introduced Chris Scott, who is a patient of the practice. Chris is very impressed with the work that the surgery does and she has kindly offered her help in any way she can.

2. Minutes of the last Meeting: Agreed to be a correct record.

3. Matters Arising: No matters arising.

4. Treasurer's Report:

Since the last meeting in November 2018 £946.26 has been banked, comprising:

£3.00 donation from Mrs Coleman

£158.72 CO-OP Community Champions

£784.54 Xmas lunch

Expenditure was £275.24 comprising:

£80.00 for the flu banners

£195.24 for the nurse's equipment.

This leaves the balance of the general acc at £10625.50

5. Events Committee Report

Thanks to everyone for their help at the Christmas lunch which again appeared to be a resounding success! JG has had several telephone calls from people saying how much they enjoyed it and the total raised after expenses was a record £784! The next event will be the Spring Lunch on 5th April. It is not known if the May Day Fair will go ahead this year, but if not the Events committee will arrange some sort of plant sale for May, perhaps combining it with a coffee morning.

NP will check with the infection control officer if there is a possibility of holding a coffee morning and a plant sale in the surgery waiting room and will inform CJ/IMC so they can let the people know who grow plants for the PDA. Then the committee will be informed at the next meeting.

Action: NP

It was agreed to inform the diners at the Christmas meal that any cakes left over at the end would not be auctioned off. Instead, they would be donated to "let them eat cake", a charity for the homeless.

After a discussion it was decided to continue with the sale of books at the Christmas lunch. NP agreed to look at having a bookshelf with an honesty box in the new surgery area when it opens.

It was agreed that CJ/CS would have a meeting to discuss the selling of clothes at the autumn fair and they will report back at the next meeting.

Action: CJ/CS

6. Transport Coordinator's Report

Bank balance £5932.79
Cash in hand £261.83

Income since last meeting

Cash sales £75.00
Donations £29.40
Repayment of prescription deliveries £33.75

Expenses since last meeting:

Payment for prescription deliveries £33.75
Raffle licence renewal £20.00
Hire of Chapel room for training course £50.00
SCIS invoice 21370 (Improvements to database) £1,158.00

Two sessions of the Mileage for life course were held on 16th and 24th of November. 17 drivers took part and the feedback received indicates that the course was a success. All who attended the course considered it was

worthwhile and that they had learnt something new. The provision of the practical course is currently out for tender and should be arranged early next year.

The new parking arrangements at Lincoln County Hospital seem to be running well for PDA drivers although there have been problems for the general public.

A further session of wheelchair training has been arranged for 3 new drivers with a further prospective driver to be seen, so there may be 4 needing training. The date is agreed for Sat 26th January at 9am at the h/c. Thanks to JL for the training.

The bank has now merged the interest account and current account.

The on-line safeguarding course (which all drivers have to complete in order to get a DBS badge) has had 2 further modules added. It now comprises 6 units and must be completed by all new drivers and by existing drivers when their DBS badge needs renewing.

7. Fraud

Following an incident regarding a patient who contacted her for advice JG has requested that some publicity be placed in the waiting room signposting the elderly to the risks of fraud. She has spoken with the police and they are supplying posters and leaflets. It was agreed they will be put up in the waiting room and the drivers will hand them out to patients.

8. Safeguarding

JG expressed concerns a driver had highlighted regarding a patient they had transported. It was discussed that in the safeguarding course they are advised to inform their manager of any concerns they may have and JG wanted to know as a manager who should she report to.

DK suggested that the driver should contact the appropriate service - Adult Social Services.

EW offered to seek advice from her daughter, a social worker.

JG suggested we amend the driver's guidelines to include advice on safeguarding.

JG said she will report back to the driver that a discussion had taken place and it was decided either the driver or JG would make a referral, JG thought the driver would be happy to do this themselves.

Subsequent to the meeting ML obtained the following quote from Lincolnshire County Council's website:

"If you have reasons to suspect that an adult with care and support needs is experiencing, or at risk of abuse or neglect, please call the Customer Service Centre (CSC) on 01522 782155"

9. Health Centre Liaison Officer's Report

Update on Dr Barber

NP reported that Dr Barber is still off work poorly and is currently receiving treatment for his long-term lung condition. He popped into the surgery to say Merry Christmas to all the staff but is still very poorly and coming to terms with his illness. Dr Barber thanked everyone for their kind wishes and cards.

Staffing update

Becky and Lottie have now finished their Advanced Nurse Practitioner course and will now be in practice and doing more of the acute clinics as well as home visits. This should relieve more time for the GP's to concentrate on long term / chronic issues.

The practice will shortly be advertising for two new GP's and hope that the response will be positive. In addition to this they are currently advertising for a Practice Nurse (Nurse Debbie is retiring) and an additional Healthcare assistant.

Former Library Building

The practice is hoping that the final agreement for this will be made at the end of March 2019 and that building work will commence shortly after that (subject to NHSE final agreement).

PDA Transport for IMP appointments

Reception have had some requests for transport to IMP appointment at other practices and wondered whether it might be possible to accommodate them. The committee discussed this and Janet agreed to a trial period. All requests should go through the database, first ensuring that the patient has no other means of getting there, that they know it isn't guaranteed and that Janet will contact them to confirm.

10. AOB

DK tabled a brief paper following a meeting with ML to review the PDA content on the Health Centre website to ensure it was current and up to date along with all the PDA core documents. Following a brief review of a couple of documents and it was identified that they needed to be updated. DK/ML agreed a schedule for reviewing the individual documents and any suggested amendments would be circulated to the committee with a view to approving them at the following meetings. All other committee members were welcome to participate in the review if they wished.

DK reiterated that documents should to be reviewed annually.

DK asked if we could co-opt CS onto the committee as she has offered to help with fundraising. The committee welcomed and agreed this proposal.

Date and time of next meeting:

Thursday 7th March at 7.30 pm in the Health Centre.

The meeting ended at 8.53 pm