

Welton & District Patients' and Doctors' Association

Minutes of Executive Committee Meeting



Date: 7th March 2019

Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Lynch (JL) (Secretary), 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), Irene McCully (IMcC), Chris Scott (CS)

1. Apologies for absence:

All committee members were present.

2. Minutes of the last Meeting (3rd Jan 2019):

Amendment made:

Added to the end of the treasurer's report: This leaves the balance of the general account at £10,625.60.

Then agreed to be a correct record.

3. Matters Arising:

NP confirmed that it would be ok to hold plant sales in the waiting room.

It was agreed not to proceed with the clothes sale this year, and to look at holding one next year in June or early July.

ACTION: CJ/CS

CS invited the committee to the next clothes sale at the Assembly Rooms in Lincoln on 27th April 10.30/4pm.

4. Treasurer's Report

Since the last meeting on 3rd January there has been £154.86 banked comprising:

£15.00 for card sales at the HC

£15.00 for knitted goods sold at the HC

£124.86 cheque for insurance refund.

Expenditure was £90.75, which was the payment for the magnetic whiteboard that the PDA agreed to buy for the HC.

This leaves the balance of the general account at £10,689.61

5. Events Committee Report

The Events Committee met on Wednesday 6th March to discuss the final preparations for the Spring Lunch on Friday 5th April. JG has already sold 100 tickets! The pie has been ordered and everything else is in hand including staffing on the day. Again, JG has twisted a few arms and enlisted one or two new helpers. There will be the usual raffle, cards/books and cake stalls so any donations of cakes would be greatly appreciated. The events committee agreed to ask the Chairman in his introductory speech to announce that cake prices will not be reduced or auctioned off after the lunch.

The possibility of giving any leftover cake to the 'Let them eat cake' charity was discussed, but having attended the talk by the charity workers it was decided that this was not really appropriate. However, the committee were pleased to hear that they are moving on with their plans for a shower room and laundry at a premises on Mint Lane.

Plant Sale

The May Day Fair is going ahead on 6th May and the stall is booked. Any plants/seedlings etc. will be greatly appreciated. Unfortunately, IMcC and Terry who have been the main helpers in previous years are not available on the day but IMcC has offered us the loan of a greenhouse for storage. Please let CJ know if you are going to be available even if it's only for a couple of hours. Set up is from 10 am and the Fair starts at 12 until about 5.

Parish Council AGM

The Parish Council have this year invited local groups to promote their organisations at the AGM on 4th April (the night before the Spring Lunch!) DK has been informed and they need to have confirmation of whether or not we will be attending by 15th March.

DK and ML agreed to attend the meeting and NP agreed to ask Lottie to attend too.

ACTION: DK/ML/NP

6. Transport Coordinator's Report

Bank Balance: £5,794.39

Cash in hand: £ 269.03

Income since last meeting:

E bay May – Nov 2018: £564.53

Donations: £ 7.20

Expenses since last meeting:

E bay postage May - Nov 2018: £ 17.53

Payment to drivers Oct – Dec 2018: £445.40

Prestige printing claim forms: £240.00

Some drivers have now completed the practical element of the Mileage for Life course and feedback has been good. 3 drivers who weren't available for the PDA theory sessions are joining another group in Welton village hall on Wed 13th March.

The PDA's drivers have not reported any problems with the new parking arrangements at Lincoln County Hospital.

JG has had a further enquiry from someone thinking of being a PDA driver and has given them a set of literature to read to help them decide. NP advised that the driver has submitted their form to the practice.

7. Health Centre Liaison Officer's Report

Staffing updates

There have been quite a few staffing changes since the last meeting.

- Chloe, a receptionist has taken an opportunity to broaden her skills in a new line of work and has this month been replaced by Sharon.
- Debbie Mapplethorpe a Practice Nurse has retired and been replaced by Dawn who comes from a travel / palliative care background.
- Dr Barber has now formally left the practice and some GP interviews are booked for the week commencing 18/03/2019.

Due to the successful implementation of the Advanced Nurse Practitioners and a reshuffle in the Nursing team, it was decided to take on an additional healthcare assistant for 30 hours per week to free up more time for the Practice Nurses. It is hoped to appoint someone by the end of this week.

NP recently emailed the committee about a survey on the Advance Nurse Practitioners to see how patients are adapting to the service and how the practice is offering acute and chronic appointments with them. This is underway at the moment. The practice is also running a survey on Rory, the phlebotomist, to obtain some feedback on their clinics.

New GP Contract 2019/2020

The new GP contract has come out with a heavy focus on Primary Care Networks and the delivery of services through these. Typically they will cover populations of up to 50k, although the Imp federation will be slightly larger than this (just over 70k). There will be support for the partial funding of clinical pharmacists, social prescribers, physiotherapists and paramedics. There will also be improvements in IT and a greater focus on safe prescribing and end of life care.

Clinical Pharmacist – the practice will have a clinical pharmacist one day per week from April 2019 to see patients for medication reviews, attend nursing homes, deal with medication letters and other tasks.

Expansion of the building

Sallie is meeting with all the involved parties on 14th March for the final sign off and as long as "there are no actions that cause delay" then the practice should be able to start work.

The location of wheelchairs will become an issue.

The committee discussed the use of wheelchairs and NP advised that it would no longer be possible to store these in the waiting room once the link corridor has been built and a shed to store some may be considered. ML stated that the last six wheelchairs purchased were of a good quality and lightweight, and wouldn't want to see them disposed of and the bariatric wheelchair should also be retained.

NP advised that due to infection control it is no longer possible to sell knitted goods or other items in the surgery. NP will ask reception to tell the patients that supply them and suggest that they may be able to donate them to other local charities.

Transporting IMP Patients

NP asked for an update on transporting IMP patients, as previously discussed with JG and a trial had been agreed. JG said that there was a rush to begin with but only occasional ones now that aren't posing a problem.

N.B. Subsequent to the meeting NP realised that she was misinformed and that there would not be partial funding available this year for physiotherapists and paramedics.

8. Revised Constitution and New Web Pages

The final, final draft constitution and new content for the PDA section of the practice website were presented to the meeting. DK and ML outlined the main changes and their reasons for proposing them.

The committee agreed to adopt the revised constitution forthwith and for the revised content to be added to the website.

ACTION: DK

9. Wheelchair Training

JL advised that all the new drivers are up to date with their training, but it is now three years since the first courses were held and refresher training is required. JL will complete 'train the trainer' refresher training, and then roll that out to the drivers. ML asked if it would be beneficial for the reception staff to receive the training, to enable them to brief patients borrowing wheelchairs. NP agreed it would be beneficial and she would ask Sally to liaise with JL.

ACTION: NP

NP advised that the CQC now required evidence of wheelchair maintenance and training and would ask JL for documentation if required.

The wheelchairs have recently been serviced by JL and DK and repairs have been carried out by ML. Mick Hurdley has kindly agreed to fix any future problems with the wheelchairs.

AOB

There was no other business to discuss.

Date and time of next meeting:

Thursday 2nd May at 7.30 pm in the Health Centre.

The meeting ended at 9 pm