

Welton & District Patients' and Doctors' Association

Minutes of Executive Committee Meeting



Date: Thursday 5th September 2019

Present: Mike Lynch (ML) (Vice-Chairman), Janet Lynch (JL)(Secretary), Janet Goddard (JG) (Transport Coordinator), Jan Sims (JS) (Treasurer), Chris Jackson (CJ) (Events Coordinator), Eunice Wright (EW), Jane Padgett (JP), Betty Blower (BB), Irene McCully (IMcC), Sally Stead (SS)

1. Apologies for absence:

David Kitching (DK) (Chairman) Nadina Prestedge (NP) (Practice Manager)

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

3. Matters Arising:

CJ has sent in the completed form to the COOP but as yet has not heard anything back from them.

NB: Subsequent to the meeting CJ advised that the PDA has made the final shortlist.

CJ, JG and NP have been contacting businesses for prizes for the autumn faire.

DK has written to the Parish council regarding the PDA being omitted from the Welton magazine and has sent out an email to committee members.

Two wheelchairs have been sold on EBay raising £60.

4. Treasurer's Report:

There were no expenses or income received since the last meeting in July. The balance of the general Account is £11172.38.

It is the end of the financial year at the end of August 2019. JG is taking the accounts to the accountant tomorrow for him to do the yearly audit for us. Hopefully we will have them back for the AGM in October.

5. Events Committee Report:

More raffle prizes and offers of help for the Autumn Fayre have been promised or received. Stalls have been advertised but so far there have not been many takers so it has been decided to hold a 'Bring & Buy' stall and a 'Trash or Treasure' stall to fill a couple of spaces. Committee members were asked to please let CJ or JG know if they were not available to help on the day. A meeting has been arranged for Monday 9th September to discuss the final arrangements.

Co-op Community Champions

CJ has submitted the nomination form for the Co-op's Community Champion scheme for the spring quarter next year and contacted the manager at Welton to ask for a raffle prize and they have kindly donated a bottle of wine.

Christmas Lunch

Tickets for the Christmas Lunch go on sale on 1st October. Now that the schools are back CJ will contact St Mary's to ask if the children will be able to come and sing again this year.

6. Transport Coordinator's Report:

Bank	£5812.51
Cash in hand	£346.04
<u>Income since last meeting</u>	
Donations	£10.00
Donation SCP	£625.00
E bay cash sale	
£63.00	
<u>Expenses since last meeting</u>	
Drivers April – June	£443.10
Gifts for retiring drivers	£29.99
Printer cartridges	£39.00

Raffle tickets are selling quite well with the most prolific sales people having 145 books followed by 100 books and both to committee members! NP has provided the dates for the flu clinics and there will be 3 Saturdays and a Sunday available to sell tickets. JG has been asked to provide transport to the flu clinics and requested that they be dealt with in the normal way i.e. be entered on the database. All the usual businesses and the local shops have been contacted to donate prizes and currently 20 prizes have been promised.

The next McMillan Nearly new clothes sale is on Sat 28th Sept in Aisthorpe Village Hall. The Committee agreed that the few clothes donated should be given to Chris Scott for that sale, as the committee felt that a sale in aid of the PDA wasn't practical this year.

JG has had a huge response to the requests for bric-a-brac (the shed and JG's garage are both pretty full) and there has also been a good response to the request for fruit to freeze for the crumbles for the spring lunch. CJ has offered to assist in preparing the fruit.

7. Practice Manager's Report:

(SS attended in place of NP.) SS reported that there had been a power surge the previous night and that the vaccine fridge is no longer working. The manufacturer had been contacted and they recommended a new fridge, as this one is over 5 years old. The practice has ordered a new fridge as it is vital for storing the flu vaccines, which are due to arrive very soon. The cost is roughly £1400. SS will try to make an insurance claim but asked that the PDA consider a contribution towards the new fridge. SS will let the committee know the response from the insurer.

The practice is still waiting for the COOP to appoint contractors for the extension into the former library building and is hopeful it will be completed by April 2020.

8. Approval of The GDPR Data Protection and Privacy Policies

ML does not think there is anything controversial in them, the biggest change being it used to be the Data Protection Act but now its GDPR (General Data Protection Regulations). ML has changed all the data protection over to GDPR. The only other change made was dealing with patients that had left the practice: the documentation has been amended to match what happens in practice when patient records are deleted from the database.

9. Executive officer rolls

Both ML and JL offered their rolls to volunteers. Neither position was taken up, so both will continue until other volunteers come forward.

10. AOB:

JG asked if anybody would be interested in a 16 ft wooden ladder, it was decided ML would advertise it on eBay.

JG informed the committee that Rudies Roots will donate a Christmas tree to be auctioned at the Christmas lunch.

Date and time of next meetings:

Thursday 17th October 7pm in the Health Centre. This will be the AGM Dr Lumley is sorting out a speaker and she will draw the raffle.

Next committee meeting is Thursday 7th November at 7pm in the Health Centre.

The meeting ended at 19.55pm