

# **Welton & District Patients' and Doctors' Association**

## **Minutes of Virtual Executive Committee Meeting**



Date: 5<sup>th</sup> March 2020 commencing at 10:27 AM.

Taking part: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Lynch (JL)(Secretary), Janet Goddard (JG) (Transport Coordinator), Jan Sims (JS) (Treasurer), Chris Jackson (CJ) (Events Coordinator), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW), Jane Padgett (JP), Betty Blower (BB), Irene McCully (IMcC) Chris Scott (CS).

1. Apologies for absence: None.
2. Minutes of the last Meeting: Not reviewed
3. Matters Arising: None

#### 4. Treasurer's Report:

Since the last meeting in January there has been no expenses. £18.70 has been banked which was the money collected in the orange man on the counter in the Health Centre.

This brings the balance of the General Account to £14,947.05.

#### 5. Events Committee Report:

The Spring Lunch tickets go on sale on Monday and The Stringing Nettles are booked to entertain. The form for the plant stall at the May Fair has been submitted. This year participants have been asked to dress in 1940's costume to join in with the VE day celebrations. Pricing of bric-a-brac items will be discussed nearer the time of the Autumn Fayre.

#### 6. Transport Coordinator's Report:

Bank                    £5448.38

Cash in hand    £162.90

Income since last meeting:

Donations	£64.00
E bay	£22.00
Cash sale	£25.00

Expenses since last meeting:

Repayment of travel costs to patient per committee meeting 5/2/2015

Period Oct – Dec 2019                      £30.00

(This should have been £63.60 But patient said to keep the balance For PDA funds.)

System problems have hopefully been sorted now that Sally is back from holiday. JG will to put a piece in the Parish news telling patients that when booking transport to give an indication of length of appointment wherever possible. There have been several occasions recently where a patient was told they would be a number of hours or who knew they were going for surgery. The job on the system gave no indication of this, so presumably either when booking they weren't asked the question or they failed to say so. It has caused a few problems with drivers sitting around and not being aware that the patient would be a number of hours.

7. Practice Manager's Report:

STAFFING CHANGES

Bev and Theresa have now left Dispensary. A new Dispenser has been appointed and a Trainee Dispenser is being recruited to work alongside them. There may be occasions where service is slower due to training but it is hoped that all patients will understand this.

CORONA VIRUS

At the moment the practice is following the daily updates from CCG / Public Health England and is advising all patients that have travelled to one of the affected countries or has come into contact with someone that has been there and also have symptoms to stay at home, self-isolate and contact 111. Provisions have been made for any suspected cases that do attend the surgery,

although this will have massive implications such as deep cleans and potential closure, which are obviously best avoided. The practice also has to consider if staff or their families contract the virus and have provisions in place for this also. The practice is doing all it can on a day by day basis but it would be helpful to get the word out not to attend the surgery unless necessary. NP will update the committee further should the situation develop.

## REQUESTS

1) The Jayex webmedia player that plays the messages on the TV screen in the waiting room (the TV used for the PDA minutes) has died a sudden death! Jayex have been contacted and have suggested everything possible, however it is no longer going to work. The webmedia allows different messages/videos to be displayed in the waiting room. The new version of the software is much easier to use and update as it links to pre-made sample templates and an on-line library of videos which are updated within current guidance.

Recently the committee agreed to fund the cost of the booking in screen at £1830.90.

NP secured a further discount by combining the booking in screen and the TV software at £2668.25 + £537.65 VAT = £3225.90 (£369.25 discount altogether); and requested that the committee consider approval for this purchase.

JG questioned whether many patients looked at the webmedia screen & it was suggested rearranging the chairs or swapping the TV positions might help. NP agreed to investigate the feasibility of these suggestions. The committee agreed to fund the purchase of the new webmedia system.

### **Action: NP**

2) In light of the recent Corona Virus, the practice has been discussing how to prevent patients from coming into the surgery if they have contagious diseases by giving them the most up to date information before they enter the premises. Posters, although now streamlined, seem to get ignored and a method is needed that will draw the patient's attention (a bit like the larger white board recently purchased, which is working amazingly well). It is felt an A-Board outside the door would allow the practice to alert patients before they enter the building and also be useful for patient information for other things like closures on target afternoons, etc. NP found a reasonably priced one on Amazon for £46.00 inc VAT and delivery; and requested that the committee consider approval for this purchase.

ImcC questioned the need for a further noticeboard & NP explained why the current boards weren't suitable for this purpose.

The committee agreed to fund the purchase of the A-Board.

AOB: None.

Date and time of next meeting:

**Thursday 14<sup>th</sup> May 2020 at 7:30 pm in the Health Centre.**

**The meeting ended at 07:32 am 6<sup>th</sup> March 2020.**