



**Welton & District Patients' and Doctors' Association Draft Minutes of Executive Committee Meeting by Zoom Date: 13<sup>th</sup> May 2021**

**Present:** David Kitching (DK) (Chairman), Janet Goddard (JG) (Transport Coordinator), Chris Jackson (CJ) (Events Coordinator), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW), Jane Padgett (JP)

1. **Apologies for absence:** Betty Blower (BB), Mike Lynch (ML), Janet Lynch (JL), Jan Sims (JS).

DK read an email from ML pointing out that there was £175 in the Just Giving account but the funds could only be accessed by closing the account. It was agreed to ask ML to close the account and transfer the funds to the PDA general account.

**Action: (ML).**

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

3. **Matters Arising:** None identified.

Dk thanked all who submitted reports in advance of the meeting to assist with the short time allowed via Zoom.

4. **Treasurer's Report:** (sent via email JS)

Since the last meeting in March the PDA have paid out £35.74 for the new Dual Way Intercom System for the Health Centre as agreed.

£850.00 has been banked. This was a cheque given to us by Ann Loom who ran the Luncheon Club in Welton. The Luncheon Club has now disbanded and Ann very kindly donated the money left over from the club to the PDA.

This brings the total of the General Account to £17036.7

5. **Events Committee Report:** (emailed in advance CJ)

Table top and plant sales continue to be a good fund raiser. Plants, books and puzzles sold at Welton since the beginning of April amount to £898.35. Bric a brac sales at Scothern and Sudbrooke have raised a further £117.30 bringing the total to £1015.65 which considering the changeable weather is quite an amazing amount.

We held a meeting in CS's beautiful garden on Wednesday 5th May to discuss the 'Open Garden' event to be held on Saturday 26th June. It was decided to hold the event between 10.30am and 4.30pm. Entry fee will be £5 to include a drink and a cake or £8 for entry and an 'Afternoon Tea'. There will be various stalls including a raffle, tombola, cakes, bric a brac and a good as new clothes rail. JG has enlisted various helpers for baking cakes, manning stalls and driving people to the event if necessary.

I have already received three requests for craft stalls at the Autumn Fayre so hope that it will be able to go ahead as planned.

#### **6. Transport Coordinator's Report: (emailed in advance JG)**

As of 4<sup>th</sup> March 2021:

Bank                    £7263.77

Cash in hand    £429.50

Income since last meeting:

Donations        £99.50

Facebook cash sales    £406.00

Ebay sale                    £20.00

Expenses since last meeting:

SCIS ESET licence renewal (3 years) £84.92

Payment to drivers Jan-Mar                    £699.10

Cloakroom tickets                                    £3.00

There are currently 21 drivers available which is sufficient now that transport to the showground has decreased. I have put a piece in the Parish news asking whether anyone is interested in joining the transport scheme. The h/c rota continues to be covered each month.

The total mileage to the showground for period Jan to March was 1381 miles at a cost to the PDA of £134.30. This would have been considerably more had the drivers not received so many overpayments which were passed on to add to PDA funds.

Mike has listed a few things on Ebay and sales will be accounted for at the next meeting.

Jigsaw puzzles are still being donated and are now selling on the table top sales held by Chris, Jane and my neighbour Ann. The drawer divans I mentioned at the last meeting found a new home with a policeman from Bracebridge Heath!

We have started getting donations of bric a brac again and this is also selling on the table top stalls. Any that doesn't sell will be put in the shed ready for the (hopefully) Autumn Fayre.

### **7. Practice Manager's Report:** (emailed in advance NP)

Building work / extension

Building work is well underway – the rooms are formed and skimmed and some painting has taken place. A staff corridor has been built from the new (2nd) Reception to the Nurses area in the existing building and this has taken a small portion of our current waiting room away but we will benefit from an additional waiting room with 20 seats for patients.

There will be a link corridor from the waiting room on this side to the new waiting area which can be closed off if not needed. Additionally, the new part can be used as a stand-alone unit if required.

We have a meeting room in the new building which may be useful for future PDA meetings.

\*To discuss spending PDA funds\*

### **Committee Discussion:**

Discussion ensued on the best way to support the Health Centre from PDA funds in respect of contributing to the refurbishment of the extended HC premises. It was proposed to transfer a some of money (£15,000) from the PDA general account to the Health Centre for the purpose of purchasing items for the benefit and welfare of patients. Once funds were transferred NP would formally write to the PDA providing a receipt for the funds and when all purchases with the said monies had been made would provide details of the expenditure. In addition recognition of the funding of the purchases would be made evident within the HC so that patients could see where their contributions via the PDA funds were made e.g. display of "gold plaques" (see below). The transfer of the funds would be subject to the following:

- Consultation of the PDA Constitution to ensure that this was acceptable within stated use of PDA funds i.e. *"provide donations to the Welton Family Health Centre. Such donations shall be used for the benefit, care and comfort of patients"* Ref: PDA Constitution revised 2019 (all members to

review) and the PDA "accountant" to ensure it does not breach any finance rules / regulations (JG agreed to do this).

- All committee members to be consulted and in agreement with the above (DK agreed to email all Executive Committee members to seek the views and agreement).

**Action: (ALL/JG/DK).**

I have 12 mini gold plaques (6.5cm x 5cm) that say 'Purchased from donations to the Welton and District Patient and Doctors Association' that we could use for new purchases.

Covid vaccinations – cohorts / uptake

To date we have invited every patient aged 50 and over plus those in health and social care roles, those that are clinically extremely vulnerable, those that are aged 16-64 with underlying health conditions, immunocompromised households and pregnant ladies. The mass site is focusing on those aged 38+ (w.e.f. today) and we are concentrating on delivering the second vaccines to our own patients.

IMP PCN has given in the region of 35,000 vaccines so far.

Up to 13th May 2021, 6027 of our patients have been vaccinated with their first dose of the vaccine, and 3041 have been vaccinated with their second dose.

This continues our excellent progress, with us achieving an uptake as follows for first / second doses:

80+ = 98.4% / 97.2%

75-79 years = 97.8% / 95.9%

70-74 years = 98.4% / 97.5%

Clinically Extremely Vulnerable = 97% / 83.5%

65-69 years = 96.96% / 90.7% (some still have appointments to come in)

60-64 years = 96.5%

55-59 years = 95.2%

50-54 years = 95.1%

Declined = 1.6% (0.6% after first dose)

We will continue with the second vaccines for some time yet. There are discussions surrounding a booster vaccine but we have no information on this as yet.

Requests from Dr Lumley

Does anyone have any old photos of the villages that we could have permission to use in the building as part of the redecoration work?

Does anyone know of anyone that would be willing to take some photos (preferably free of charge) of the staff for a 'Who works here' board in the waiting room please?

Suggestions were the Welton News photographer (Jim Blainey) and or Grahame Dunkin (President Dunholme Camera Club) whom Nadina agreed to contact.

**Action: (NP).**

Certificate

I have the PDA's certificate for their Council award, what would you like me to do with this please?

**8. AOB:**

(NP - via email post meeting) a patient has kindly donated a child's wheelchair that their son has used a few times and now grown out of. We don't have any children's wheelchairs, so I accepted it and have it sat in my office. Janet and Mike to be requested take a look at it (at a more appropriate time) and get it serviced for use. I will write to them to thank them.

**(Action NP).**

Date and time of next meeting:

**Thursday 1<sup>st</sup> July 2021 at 7.30 pm on Zoom** (unless Nadina advises we can meet "face to face" at Health Centre).

**The meeting ended at 8.10pm.**