



Welton & District Patients' and Doctors' Association

Draft Minutes of Executive Committee Meeting by Zoom

Date: 15th October 2020

Present: 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).

1. Apologies for absence:

Betty Blower (BB), Chris Scott (CS).

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

3. Matters Arising:

It was agreed that once reviewed by those present, this year's minutes would be put on the website as draft minutes as there are important issues from NP that the committee felt the patients and community would benefit from seeing now, rather than next year.

4. PDA Chairperson Report 2020

DK welcomed everyone to the meeting, and observed that the PDA's usual activities had been somewhat disrupted over the past year. Many of the PDA activities, particularly fund-raising have had to be cancelled due to the Covid-19 pandemic to protect volunteers and those who attend & support PDA events. However, despite the restraints, transport services and some fund-raising have continued, more details of which will be provided by JG and CJ respectively in their reports.

Patient representation remains part of the PDA role. However, there is little activity to report. DK thought that many people were still getting used to the unprecedented changes in the delivery of health care services both nationally and locally which has occurred, the implementation of which has been greatly accelerated due to the pandemic. Consequently, this may be an area for further development if there is demand and involvement from the practice's patients. Do not hesitate to contact the PDA and or join the Executive committee if this is something of interest to you.

The success of the PDA is wholly dependent upon the goodwill and hard work of those who contribute and support its activities. All volunteers have responded very well to the changes that had to be implemented. In particular the drivers, some of whom had to temporarily suspend their involvement and whom the PDA wants to welcome back as demand increases and it is safe to do so. Those that continued to drive readily adopted appropriate Covid-19 safety measures to protect themselves and those whom they transported enabling patients to attend appointments.

Sterling efforts have been made by fund raisers with a number of innovative initiatives such as the setting up of the "just giving" facility, the raffle, "table top" and eBay sales which continue to raise valuable funds to support the running of the transport scheme and purchases for the Health Centre for the benefit of patient comfort and dignity.

DK thanked on behalf of the PDA all drivers past and present; all other volunteers and helpers; organisations and members of the public who support PDA fund raising & all PDA officers and committee members. He looked forward to welcoming everyone back to a range of PDA activities once it is safe to do so.

5. Treasurer's Report:

JS thanked Craig Thornton for auditing the PDA accounts for the financial year 1st September 2019 to 31st August 2020, and everyone who has kindly made a donation to our wonderful scheme.

The total income for this year was £4,568.97 comprising of:
£3,478.97 fundraising
£295.70 donations
£794.30 from the co-op community champions.

The total expenditure for this year was £552.41 comprising:
£480.00 for the video door entry system at the Health Centre and
£72.41 for a digital camera for the nurses use at the Health Centre.

As at the end of this Financial year the balance of the general account was £15,188.94.

The full accounts are included in appendix 1 below.

6. Events Committee Report:

The Autumn Fair was held on 26th October 2019. Despite atrocious weather many people turned out and raised a record amount of £2,718 including the raffle which raised £1491.

Next on the agenda was the Christmas lunch held on 6th December 2019. 101 diners enjoyed a traditional Christmas meal and were entertained by the 'Stringing Nettles', a ukulele band from Nettleham. Unfortunately, St Mary's

school choir were unable to attend as usual due to another commitment but the alternative seemed to be enjoyed by all and £760 was raised.

The Spring Lunch had been planned for April 2020 but due to Covid 19 was cancelled as was the Welton Village May Fair plant stall. However, as plants had already been grown and donated these were sold outside CJ's house over the Easter weekend and the first week of May. A grand total of £588.85 (including some private sales) was raised by the generosity of all the purchasers who paid using a 'honesty box' to aid social distancing and avoid any personal contact.

These events raised a total of £4,066. Quite a remarkable amount under the circumstances and thanks must go to everyone that helped out in any way. Last year we raised £4377 including the Spring Lunch.

We were also fortunate to be selected by the Co-op to be 'Community Champions' for the period March to June 2020. This coincided with the start of lockdown when more people were shopping locally resulting in receiving a cheque for £794.30 and as DK has said, eBay sales continue and a 'Justgiving' page has been set up so in spite of everything funds are still looking quite healthy.

7. Transport Coordinator's Report:

The total miles travelled between 1st Oct 2019 and 30th Sept 2020 was 19,592(6,599 less than previous 12 months). 1,290 journeys were covered carrying 1,375 patients. The total paid to drivers for this period was £1,517.22 a decrease of £417.88 on the previous 12 months. The total amount held in Transport account at 31st August 2020 was £4,725.92 Donations from patients amounted to £395. eBay sales were £332, Gumtree £150 and other cash sales £278.80. Thanks to ML for eBay, CJ, JP and Ann Logsdail for selling items from their drives and garages.

During the last 12 months 1 new driver has joined the scheme: Mark Whitehead and 1 driver has left the scheme: Duncan Mackay. Duncan is however still available to help with events. 2 drivers hope to return to drive sometime next year when their personal circumstances change. JG thanked Peter and Katrina Morton, Andy and Jan Sims, Jane Padgett and Irene McCully who agreed to provide health centre driving during lock down from 30th March to 30th June 2020 with Mark Whitehead joining in June 2020. This was a huge commitment for which JG was very grateful.

Several other drivers are now back driving and we currently have 19 available out of 31 drivers although several are limiting their driving to health centre journeys only present.

Finally, JG thanked JS for taking over transport booking whilst JG was away.

8. Practice Manager's Report:

NP thanked the Chairman and committee for their continued hard work and dedication over the last twelve months. In what has been a difficult year to plan for, they have excelled themselves once again by rolling up their sleeves, adapting to the situation they find themselves in and have continued to raise money and provide transport and support services to the practice and patients. At the AGM NP would normally stand and speak of the challenges and achievements over the previous twelve months, however very little in the staff's professional lifetimes has come close to the challenges of 2020 and those they have yet to encounter.

Whilst the unexpected pandemic that is COVID wasn't even on the radar this time last year, and as imposing as it has been, NP felt that there were lots of achievements to be proud of during this period:

- The surgery has been continually open and accessible to patients throughout the pandemic and staff have never worked harder.
- A medication delivery system was set up for all patients that were shielding/vulnerable between March and June 2020.
- The practice has reviewed the ever-changing list of shielding and vulnerable patients, providing telephone support calls to ensure they had everything needed medically and signposted them to other services in the area.
- the waiting room was re-organised to safely accommodate patients and support social distancing.
- The practice worked collaboratively with other local practices to prepare a COVID hub to see patients with symptoms / confirmed cases of COVID.
- PPE and extra equipment has been sourced and ongoing risk assessments completed to keep patients and staff safe.
- AskMyGP has been installed to manage appointment requests, but when clinically appropriate and safe to do so patients are seen face to face.
- The practice has continued to see and support palliative care patients, providing home visits to those that have not been able to attend the surgery and mental health support to those in distress.
- Worked Bank Holidays to ensure additional healthcare services for patients.
- Adapted and moulded working practices, all whilst dealing with unprecedented numbers of phone calls, prescription requests, investigation results, hospital letters and work passed back from secondary care.

Everyone is missing the face-to-face contact and this has continued where possible, and over the last six months the practice has:

- ✓ Seen 3,689 patients face-to-face
- ✓ Spoken to 4,314 patients on the telephone
- ✓ Dealt with 10,218 AskMyGP requests
- ✓ Carried out 372 home visits

- ✓ Completed 1,730 referrals to secondary care and third parties

It has been a busy 2020 and the remainder of the year is expected to be the same. Flu clinics are ongoing and there has been an increase in COVID cases reported in the Lincolnshire area. Winter pressures are here and there may be some difficult times ahead. Whilst COVID has triggered many improvements in terms of technology and working practices, it is hoped 2021 will be much smoother for all some kind of normality will return, whatever that may be.

NP also wanted it noted that the practice was very appreciative of the support of the PDA drivers especially during the shielding weeks when they delivered numerous medications to patients, and also thanked the committee for keeping the meetings going on Zoom which she realised is not familiar to everybody.

9. Election of officers

All members of the executive committee and officers were re-elected unopposed for another year.

AOB: None.

Date and time of the next AGM meeting is

Thursday OCT 14th 2021 at 7.30 pm in the Health Centre.

The meeting ended at 20.02 pm

Appendix 1.

Welton & District Patients' and Doctors' Association

INCOME & EXPENDITURE STATEMENTS

For the Year Ended 31st August 2020

	£	£	£
WPDA INCOME:			
Donations		295.70	
Co-Op Community Champions		794.30	
Christmas Lunch	1193.46		
Less: Catering Expenses	(362.17)		
Less: Hall Hire	(61.00)		
Less: Donation to Band	(10.00)	760.29	
Autumn Fayre	2868.79		
Less: Catering Expenses	(28.11)		
Less: Hall Hire	(122.00)	2718.68	4568.97
WPDA EXPENDITURE:			
Equipment Donated			
Video Door Entry		480.00	
Digital Camera		72.41	
			552.41
		SURPLUS FOR THE YEAR	4016.56
TRANSPORT ACCOUNT INCOME:			
Bric-a-Brac Sales			
Cash Sales		117.00	
Plant Sales		598.85	
Gumtree Sales		150.00	
Water Urn		30.00	
Prescription Prepayment		22.95	
Garage Sales			
Golf Club Sales			
Donations		395.00	
Jam Sale		3.00	
eBay Sales		332.00	1648.80
TRANSPORT ACCOUNT EXPENDITURE			
SCIS Data Base		95.98	
Drivers Expenses		1936.30	
Hand Sanitiser		74.90	
Postage		14.64	
Printing & Stationery		130.76	
Gifts		47.45	
Raffle Printing		104.00	
Laptop		449.00	
Room Hire			2853.03
		SURPLUS FOR THE YEAR	-1204.23

BALANCE SHEET

As at the 31st August 2020

CAPITAL ACCOUNTS			17336.01
INCOME RECEIVED:			
WDPDA	4568.97		
Transport	1648.8	6217.77	
EXPENDITURE INCURRED:			
WPDA	552.41		
Transport	2853.03	3405.44	
TOTAL SURPLUS FOR THE YEAR			2812.33
			20148.34
<u>Represented by:</u>			
<u>Cash Accounts</u>			
WPDA	5.08		
Transport	228.40	233.48	
<u>HSBC Current Accounts</u>			
WPDA	15188.94		
Transport	4725.92	19914.86	
			20148.34