



Welton & District Patients' and Doctors' Association

Minutes of the Annual General Meeting

Date: Thursday 7th November 2019

Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Goddard (JG) (Transport Coordinator), Jan Sims (JS) (Treasurer), Nadina Prestedge (NP) (Practice Manager), Jane Padgett (JP), Irene McCully (IMcC) Chris Scott (CS), Betty Blower (BB), Pat Kitching, Roy Minnitt, Terry Wright, Peter Forman, Dr David Watts, Salli Stead.

DK opened the meeting by welcoming everybody, thanking them for attending and introducing the speaker Dr David Watts.

1. Presentation:

Dr Watts, (one of our new GPs) gave an interesting presentation on his family background, connections to Lincolnshire and the 9 years of training he undertook to become a GP.

2. Apologies for absence:

Janet Lynch (JL) (Secretary), Chris Jackson (CJ) (Events Coordinator), Eunice Wright (EW), Danny Mellor, Brian Beardsall.

3. Minutes of the last Meeting:

Agreed to be a correct record.

4. Matters Arising: None.

5. Chairman's Report (DK)

The PDA continues to function as an effective voluntary organisation supporting the local Health Centre and healthcare staff for the benefit of all patients registered with the practice. DK was pleased to report that the Co-op had advised that following recent voting the PDA had been selected to be a Community Champion for the Welton store from Sunday 8th March to Saturday 6th June 2020.

The PDA's usual core activities have continued over the past year. As in previous years the PDA has been very successful in providing patient transport and raising funds, more details of which you will hear about in JG's and CJ's reports. In respect of "patient representation" the PDA remains a member of NAPP (National association of Patient Participation). However, there are no specific developments to report. More active patient representation is of course dependent on the interest and involvement of the patients registered with the practice. Consequently, if this is an area of interest to you please do not hesitate to contact the PDA and or join the Executive committee. The PDA has continued to revise and update a number of its

core documents to ensure they are current and reflect any legal requirements e.g. data protection.

The success of the PDA in carrying out its activities as a voluntary body is wholly dependent upon the goodwill and hardwork of those who contribute and support it. Consequently, DK took the opportunity to particularly thank the following:

- All of the drivers, who provide their own vehicles and time to transport patients to a variety of healthcare related appointments.
- All PDA Officers and Committee members.
- All other volunteers within the local community who help at the various PDA activities and organisations and members of the public who contribute through donations e.g. plants, cakes, gifts and money and who attend & support our events. Without the support of all of the above PDA could not function within the local community providing the valuable service it does.

6. Treasurers Report (JS)

JS thanked Craig Thornton for auditing the PDA accounts for the financial year 1st September 2018 to 31st August 2019.

General Account highlights:

Total income:	£ 1,793.50
Total expenditure:	£ 721.20
Balance as at 31 st August 2019	£11,172.38

The full accounts are appended to these minutes as Appendix 1.

7. Events Activity Report (DK for CJ)

The first fundraising event of the year was the Autumn Fayre with the usual stalls, games and café. The total raised was £2,229 including £1,208 from the raffle. This figure was down on the previous year when the raffle made £1,421, mainly due to being unable to sell tickets in the Co-op.

The Christmas Lunch was held on 7th December 2018. The children from St Mary's School again performed a selection of Christmas songs and carols which were enjoyed by everyone. There was the usual raffle, cake stall and sale of books and donated Christmas items and altogether a total of £784 was raised.

The Spring Lunch was held on Friday 5th April 2019. Thanks to a very successful raffle this event raised an amazing £802 for PDA funds.

The annual Plant Stall was held at the Welton May Fair. Plants were donated by Committee members, drivers and local residents. Unfortunately, the weather was not favourable and when a torrential downpour arrived about 2 o'clock the Fair was abandoned. Despite this £318 was raised on the day and another £144 in after sales at CJ's gate. Most of the remaining plants were donated to the Chapel who held their own sale a few weeks later. As the PDA had donated so many plants they very kindly presented JG with a cheque for £100 from their proceeds. This brought

the total amount raised from the sale of plants to £562 which beat last year's record of £537! The remaining plants were taken to the St Barnabas plant sale the following week.

It has been a very successful year – the total amount raised being £4377 and thanks go to everyone who has contributed in any way. As always, it has been a real team effort.

8. Transport Coordination Report (JG)

The total miles travelled between 1st Oct 2018 and 30th Sept 2019 was 26,191 (242 less than previous year); comprising 1,752 journeys and carrying 1,868 patients. The total amount paid to drivers for the period was £1,935.10 an increase of £125.52 on the previous year. The total amount held in Transport accounts at 31st August 2019 was £5,812.51 Donations from patients amounted to £273.02 plus £100 from Welton Chapel and £625 from a Stonecliff Park Social Club coffee morning. This gave a total for donations of £998.02. eBay sales were £682.53, Gumtree and other cash sales £124. Thanks to ML for eBay, CJ for Gumtree and JP and Ann Logsdail for selling items from their drives and garages. The proceeds from the Autumn Fayre 2018 added a further £2,229.00 and the plant sale £462.45.

During the last 12 months 2 new drivers have joined the scheme: Steve Stead and Terry Wright. 4 drivers have left the scheme – Tony and Jean Peatman who retired after many years of PDA driving and Pete and Margaret Sanders who have moved to the beautiful west Wales countryside

The drivers meeting was held on 23rd May 2018 and approx. 30 drivers and guests enjoyed a talk by Grahame Dunkin from Dunholme Camera Club. The evening ended with a buffet and drink.

JG thanked JS and ML for covering the transport bookings whilst she was on holiday.

9. Health Centre Liaison Report (NP)

NP thanked the Chairman and the committee for their continued hard work and dedication to the PDA and the Practice; and JG and all the volunteer drivers for providing an excellent transport service – lots of our patients would struggle without this valuable resource.

Dr Barber is no longer well enough to work as a GP and sadly has had to hang up his stethoscope. He keeps in good spirits, with a positive mind and the staff keep in regular contact with him.

At the turn of the New Year, the practice had reduced to a 2-partner partnership with Dr Alison Lumley and Dr David Bletcher. The team rallied round, locums were found, and partners and salaried GP's worked more sessions to keep appointment availability up. Our Nurse Practitioners (that presented at the last AGM) became fully qualified and began their new roles in the practice offering more appointments and support for GP's with home visits.

As some of you will be aware, it is notoriously difficult to recruit GP's in Lincolnshire, but nonetheless Dr Rebecca Caruana, (who had previously worked at the practice as a locum) joined in June 2019 and Dr David Watts joined in August 2019.

Several staffing changes have occurred in other areas of the practice, mainly due to retirement or change of career. Working in the NHS is challenging every day and the practice are thankful to all the staff who provide the best possible care to patients.

In 2019 the Practice has strengthened its position by working as part of the Primary Care Network which oversees our local federation of practices. Through collaborative working it has been possible to employ a clinical pharmacist for one and a half days a week. Clinical pharmacists offer longer, more tailored appointments to be able to provide medication reviews for patients.

A social prescriber will shortly join the team to make assessments as to the level of care and support patients need – covering areas such as referring into a range of local activities, community groups and charities, learning new skills, making new friends, filling out forms or finding employment. Patients are supported throughout the process and the social prescribers may also visit patients at home if required.

The number of extended access appointments for evenings and weekends has increased since September giving patients greater flexibility to be seen at a more convenient time. The Federation received feedback that it was the most successful in the county for the uptake and delivery of the first phase rollout – under very short timescales and increasing pressure from NHSE (NHS England) so this was an excellent achievement for all the practices involved.

Several patient surveys were conducted this year, all of which gave excellent results and the practice achieved a 5* rating on NHS choices.

The Practice has introduced lots of smaller developments over the last twelve months, and the reception staff have been trained in signposting so that they are able to direct patients to the most appropriate clinician / person for their needs.

Some of the things the practice looks forward to in the next twelve months include:

- Consolidating the team and continuing to provide high quality care for patients.
- To continue working as part of the Primary Care Network and collaborating with other practices to deliver primary care services to the local community.
- The development of e-consultations to improve accessibility to appointments.
- The development of a 'carers support group' for young and adult carers.
- An increase in training support for new and aspiring medics.

Timescales have now been given for the extension of the practice into the building next door (old Library). Work is expected to commence in January 2020 and completed in mid-April 2020. This will give 5 extra consulting rooms, a waiting room and conference room. The PDA have been raising funds for equipment for this for some time and the practice will work closely with them to get it kitted out.

Most recently, the practice has had its annual regulatory review telephone call with the Care Quality Commission. They are happy with everything the practice has been doing since the last visit in September 2016, and have said that a formal inspection is not required and they will conduct a further review next year.

The Practice has been shortlisted for two Lincolnshire Health Awards and Dr Fickling has been shortlisted for an award for her work with patients with learning disabilities which is welcome recognition for the hard work put in this year.

10. Election of Officers:

DK stated that all current officers and members of the executive committee were willing to serve for another year. DK had not received any other nominations and asked if anyone at the meeting wished to make a nomination. There being no other nominations it was agreed that the current officers and committee members would serve for another year.

Chairman David Kitching

Vice-Chairman Mike Lynch

Secretary Janet Lynch

Treasurer Jan Sims

Transport Coordinator Janet Goddard

Events Coordinator Chris Jackson

Committee Members Betty Blower, Jane Padgett, Irene McCully,
Eunice Wright

Nadina Prestedge ex-officio Practice Manager

Chris Scott had been co-opted to the committee during the year, and being willing to continue to serve was duly elected.

11. Any other Business – None

12. Date and Time of Next meeting

Thursday 22nd October 2020 at 7:30 PM in the Health Centre.

13. Close of meeting

The meeting ended at 08:25 PM and was followed by tea, coffee and biscuits.

Appendix 1. Welton & District Patients' and Doctors' Association

INCOME & EXPENDITURE STATEMENTS

For the Year Ended 31st August 2019

	£	£	£
WDPA INCOME:			
Donations		3.00	
Community Champions		158.72	
Christmas Lunch	1117.05		
Less: Catering Expenses	(271.50)		
Less: Hall Hire	(61.00)	784.54	
Card Sales		30.00	
Knitted Goods		15.00	
Plant Sale			
Spring Lunch	1079.25		
Less: Catering Expenses	(188.01)		
Less: Hall Hire	(89.00)	802.24	1793.50
WDPA EXPENDITURE:			
Equipment Donated		80.00	
Flu Banner		195.24	
Nurses Equipment		90.75	
Magnetic Whiteboard		307.98	
Ear Irrigator Machine		20.74	
Insurance		26.49	
Flowers			721.20
		SURPLUS FOR THE YEAR	1072.30
TRANSPORT ACCOUNT INCOME:			
Bric-a-Brac Sales			
Cash Sales		10.00	
Plant Sales		25.00	
Autumn Fayre		462.45	
Less: Catering Expenses	2356.67		
Less: Hall Hire	(25.67)	2229.00	
	(102.00)		
Garage Sales		39.00	
Golf Club Sales		50.00	
Donations		998.02	
Bank Interest		1.91	
eBay Sales		682.53	4497.91
TRANSPORT ACCOUNT EXPENDITURE			
SCIS Data Base		1325.98	
Drivers Expenses		1981.66	
Table Hire		15.00	
Postage		31.45	
Printing & Stationery		369.38	
Gifts		78.97	
Raffle Printing		20.00	
Shredder		25.49	
Room Hire		50.00	3897.93
		SURPLUS FOR THE YEAR	599.98

BALANCE SHEET

As at the 31st August 2019

CAPITAL ACCOUNTS			15663.73
INCOME RECEIVED:			
WDPDA	1793.50		
Transport	4497.91	6291.41	
EXPENDITURE INCURRED:			
WDPA	721.20		
Transport	3897.93	4619.13	
TOTAL SURPLUS FOR THE YEAR			1672.28
			17336.01
<u>Represented by:</u>			
<u>Cash Accounts</u>			
WDPDA	5.08		
Transport	346.04	351.12	
<u>HSBC Current Accounts</u>			
WDPDA	11172.38		
Transport	5812.51	16984.89	
			17336.01