

Welton & District Patients' and Doctors' Association

Minutes of Executive Committee Meeting

Date: 5th May 2022



Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Lynch (JL)(Secretary), Janet Goddard (JG) (Transport Coordinator), Chris Jackson (CJ) (Events Coordinator), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW), Jane Padgett (JP), Betty Blower (BB).

1. Apologies for absence:

Jan Sims (JS) (Treasurer), Irene McCully, (ImcC) Terry Wright (TW)

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

3. Matters Arising:

The shed roof will need sealing before winter, ongoing CJ/JG to sort.

Action: CJ/JG

4. Treasurer's Report:

Opening balance: £14,904.93

Expenditure:

Bank charges £ 10.80

Hydraulic chair for H/C £ 491.15

Electronic scales for H/C £ 321.20

ECG machine for H/C £1,666.77

Drivers' expenses Jan-Mar £ 521.20

TOTAL: £3,011.12

Income:

Donation (P&R Harvey) £ 50.00

Spring lunch £ 583.32

TOTAL £ 633.32

Closing balance: £12,527.13

5. Events Committee Report:

73 tickets were sold for the Spring Lunch on 22nd April and everyone enjoyed their meal and being entertained by The Stringing Nettles Ukulele band. Thank you to everyone who helped to raise a profit of £583.32.

On 2nd May the plant stall at the Welton May Fair raised £446.30. (Compared to £318 raised at the last fair in 2019 which finished early due to heavy rain.) We could not hold this event without the hard work and help of everyone involved and without the generous donation of plants from members of the public as well as the committee and drivers. Plant sales at CJ's gate during April raised £620, and a further sale of left-over plants will take place on 7/8 May.

Tickets are now on sale for the open gardens in Scampton on 18th June. It was agreed to hold the raffle at this event in aid of 'Breast Cancer Now', with all other proceeds going to PDA funds.

At the Spring lunch, JG received 10 bookings for the Christmas lunch, 8 of which were attending a PDA lunch for the 1st time.

6. Transport Coordinator's Report:

Cash in hand	£240.08
<u>Income since last meeting:</u>	
Donations	£31.80
Facebook cash sales	£20.00
Book sales to h/c staff	£25.00
<u>Expenses since last meeting</u>	
Patient payment overcharge	£78.00
Printer ink	£ 7.97

JG has been notified by patients of several instances of drivers are not wearing a face covering when transporting patients and has reminded drivers of the current policy that both patient and driver must wear a face covering whilst in the car, unless medically exempt. It was agreed that for as long as the policy was in place, JG would not offer jobs to any driver that was unwilling to abide by it.

Action: JG

JP had a trial run in March booking transport and will cover JG's time away between 27th May and 4th June. JG will inform all drivers and Sally Arnold (for h/c staff).

7. Practice Manager's Report:

STAFFING UPDATE

Sallie Stead is retiring from the Practice at the end of June. Sallie has worked at Welton for over 40 years and for many years was part of the PDA Committee; she really will be missed. Sallie is, however, going to continue her work with the Federation for the time being and so we will see her from time to time at meetings.

At the same time, Helen Grayson has taken the decision to retire. Helen has worked at the Practice for fourteen years, most recently working alongside Sallie and so has naturally decided to retire at the same time as Sallie.

Our long-standing phlebotomist (or vampire, as she calls herself!) Sue Neal, will also be retiring at the end of May.

Lots of changes in the practice means a review of staffing structures and some imminent recruitment. On the doctor front, the practice is still advertising for 2 new salaried GP's and is hopeful to successfully recruit over the next few months.

Covid-19 Spring Boosters

Since the start of April, Covid-19 Spring Boosters have been offered to all patients age 75 and over and to immunocompromised patients over the age of 18. To date, 734 of eligible patients have been vaccinated with another 220 booked in over the next 10 days and 300 left to book. NP asked committee members to alert any friends or relatives that fit the categories, and ask them to contact the surgery – appointments are available until 1st June 2022 after which preparations will start for the Winter flu/Covid vaccinations. The practice has tried to contact patients by text or telephone where possible and will continue to call them in.

The Lincolnshire Showground has now closed for vaccinations and pop-up sessions are being made available across Lincoln. Patients need to contact 119 if they wish to find out where the sessions are and to book a time slot.

Extension

Two medical students in the Practice are making use of the extension to give them a room to work from. Renovations to the consulting rooms within the main building will start shortly, as well as renovations to the waiting room, including a new automatic external door.

Masks In The Building

Some patients have recently grumbled at the need to wear a mask in the Practice. In line with NHS guidance, patients are still required to wear a mask upon entry to the Practice and staff will do the same when consulting with patients. There is still a duty of care to patients and whilst restrictions have eased, Covid is still here and it needs to be managed as safely as possible. If patients are genuinely exempt from wearing a face covering, then this is acceptable, but they may be asked to wait outside until their appointment.

The doors are open and the intercom is no longer in use, however if it is found that patients are not following the rules then the intercom may be used again. Dispensary prescription collection times have also ceased and patients may come to collect their prescriptions at any time between 8.30am and 6.30pm.

Request For Equipment

NP thanked the committee for the kind purchases of the ECG machine, scales and hydraulic chair since the last meeting. They have all been gratefully received by the Nursing Team.

The Nurses are all particularly impressed by the hydraulic chair and have been using it for phlebotomy, ear syringing and some dressings, and asked if the committee would consider purchasing another chair. The cost was £491.15. The committee agreed to purchase a second chair.

Action: NP/JS

Surgery Opening Hours

Currently the Practice provides extended hours on Monday and Wednesday evening and on a Saturday/Sunday morning for 3 hours on a rota shared amongst the other PCN (Primary Care Network) practices. From October there is an expectation that the PCN will provide a service from 9-5 on a Saturday.

The committee discussed what they felt would be most beneficial to the widespread patient population and it was agreed that a mixture of early mornings, late nights and probably Saturday mornings would be the most preferred option. They couldn't envisage patients wanting to disrupt their weekend waiting for a Saturday afternoon appointment and it was felt that if these were pre-booked there would be a potential for lots of DNA's if patients forgot or became busy with other plans.

The committee felt that more extensive research may be required to achieve an entirely accurate representation of the PCN but it was agreed that this would take considerable time, effort and resources which are in short supply at the moment.

NP thanked the committee and will pass these thoughts back to the PCN Director, Dr Fickling.

CJ suggested NP write a piece for the village magazines as previously, & NP explained that she only stopped because the Welton News wouldn't accept anything other than contact details for the surgery. NP agreed to try again.

Action: NP

8. AOB:

A. Fundraising Proposal

NP presented a paper outlining the costs of and potential profits from holding a concert with a local Gary Barlow tribute act, disco and raffle in Welton Village Hall on Saturday 1st July 2023.

NP & JS would manage the event and were confident of recruiting additional helpers and selling 120 tickets.

The committee agreed to underwrite the cost of the event (~£1200) which would give an expected profit of ~£800 with tickets sold at £15 each.

Action: NP/JS

B. Patient participation at Practice

DK offered to collate and share some papers on the patient participation element of the committees' remit, to enable the committee to benchmark itself and develop some actions for the future.

Action: DK

C. Wheelchair servicing

JL Reported that John Smallwood had serviced and repaired as necessary all of the PDA's wheelchairs, and had done an excellent job.

It was agreed that the committee should write to John to thank him and that JG would include our thanks to John in her next parish magazine report.

Action: JL/DK

Date and time of next meeting:

Thursday 7th July at 7.30pm in the Health Centre.

The meeting ended at 20.43 pm