

The Grove Surgery PPG
Minutes

Attendees from Providence Group/Grove Surgery: Meeting 12/06/2018
 PPG Committee: Barry Short -Chair, Ron Lee-Vice Chair, Sally Ann Fowler- Treasurer, Jan Cornell –Secretary.
 Grove Surgery representatives, Sam Gauntlett Communications officer, John Gregson Practice representative.
 Eric Webb Patient
 Members:
 Apologies:

Agenda item / Speaker	Comments made	Actions
Introductions – J.G. S.G. & Committee	J.G. Introduced Eric Webb, Eric has expressed an interest in the PPG. Committee members introduced themselves to Eric and advised of their committee roles.	
Barry Short .	Agenda Items	J.C. to request Agenda items from committee and PPG members for next meeting.
Committee Members, S.G. & J.G. Event 16/06/18.	Roles discussed and format of the event. Raffle. Word game. Cup cakes. Refreshments. Funded by PPG	Sally and Jan to organise raffle prizes and sell tickets on the day. Sally and Jan to be reimbursed for expenditure by the Grove Surgery Ron – word game. Cup cakes - charge 50p each funds for Alzheimer's

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<p>'GROVE GRAPEVINE' newsletter. S.G.</p> <p>PPG corner notice board.S.G.</p> <p>Care Snap –Committee.</p> <p>Dorset CCG –AGM</p>	<p>It was agreed the format of the event was primarily for patients to meet Grove surgery staff and to promote PPG to patients and enrol new members.</p> <p>Format of newsletter discussed</p> <p>Sam suggested the committee take ownership to update the notice board following each meeting. S.A.F. suggested prior to each meeting a committee member remove the laminated sheet from the board and update the sheet at the end of the meeting- replace on the board. S.G. agreed to complete update following meeting 12/6/18 and replace on the board.</p> <p>Review of Care Snap leaflet discussed- feedback provided.</p> <p>11/7/18 Barry and Ron to attend to represent Grove Surgery PPG</p>	<p>S.G. to bring enrolment forms to the event.</p> <p>S.G. 12/6/18. Thereafter committee take ownership.</p> <p>B.S. to feedback comments to Lizzie Adams.</p>
<p>Any other business. FROGS bank account</p>	<p>J.C. advised all documents sent to Nat West bank re the closure of the old FROGS bank account- monies requested to be transferred to the Grove surgery account details provided by S.G. No update on time scale for this to be completed.</p>	
<p>Next meeting</p>	<p>4th September AGM</p>	<p>J.C. to prepare Agenda, please advise of any items to be included in Agenda. jan.cornell8@icloud.com</p>
<p>Thanks</p>		