



Meeting Minutes 19th July 2010, 6pm At Adelaide Street Surgery

1. Attendees

Mike Wain – MW
 Viv Critchley – VC
 Ann Allen – AA
 Gavin Quick – GQ
 John C Butler – JCB
 Tony Bladen – TB
 Jo Booth – JB
 Robert Herron - RH

Apologies: Rita Walsh, Richard Watkinson & Dr Jessica Rose

2. Contact list

The list below contains the contact details for all members of the ASK PPG

Name	Daytime phone	Email
MW - Mike Wain	01253 620725	Mike.wain@gp-p81042.nhs.uk
VC - Viv Critchley	Not published	Not published
AA - Ann Allen	Not published	Not published
GQ - Gavin Quick	Not published	Not published
JCB - John C. Butler	Not published	Not published
JR - Dr Jessica Rose	Not published	Not published
RW - Rita Walsh	Not published	Not published
TB - Tony Bladen	Not published	Not published
JB - Jo Booth	Not published	Not published
RH – Robert Herron	Not published	Not published
RW - Richard Watkinson	Not published	Not published

Note: All references to 'The practice' are deemed to include both Adelaide Street and Kentmere Drive.

3. Following discussions the following individuals were appointed to the respective positions;

- a. Chair – Ann Allen
- b. Vice chair – John G Butler
- c. Secretary – Gavin Quick

It was decided that at this point there was no need to appoint a treasurer, though this may be necessary in the future



4. Frequency of meetings
 - a. It was decided that meetings would be held every 6 weeks, but an interim meeting would be convened for 21/9 to discuss a written constitution for the group. This meeting would be held at Adelaide Street
5. Ideas for PPG activities
 - a. A number of ideas were put forward and TB said that he would email his ideas to the group
 - b. AA said that she would arrange for a logo to be produced for the group that would appear on future literature
6. Quorum
 - a. It was decided that at least 4 members of the PPG group (Excluding practice staff) should be present in order to constitute the group as quorate.
7. Update on task list
 - a. MW gave an update on the task list that had been put together at the last meeting
8. Date of next meeting – 21st September 2010 at Adelaide Street

Task list

Action	For	By When
Look into producing a photo display board of Doctors/Nurses for the practice reception	MW	31/08/2010
Look at cost of cleaning/replacing reception chairs at K/D	MW	31/08/2010
Investigate the possibility of having a 'Kiddie Corner' at the practices	MW	31/08/2010
Implement a 'Suggestions Box' in each reception area	MW	31/08/2010

Acronyms

- A/S – Adelaide Street Family Practice
 K/D – Kentmere Drive
 PPG – Patient Participation Group