

**Walnut Tree Health Centre
PPG Meeting Minutes
9th August 2022**

Attendees:	Robert Seaman(RS), Brenda McCreery (BM), Gill Watt (GW) Mary McMahon (MC)
Apologies:	Marion Stevenson-Hoare (MSH), Ian McColl (IM), Stephanie Warren (SW), Julie YQi (JY) Mary Charlwood (MC) Sabrina Khan (SK)
New Members:	
Chairperson:	Janet Smith (JS)
Practice Representative:	Kylie Jordan (KJ) Neringa Petkuniene (NP)

Start: 11:00 **Close:** 12:10

1. Welcome, apologies, and new members

As above. JS thanked the members for their understanding in the need to change the date of the meeting.

2. Matters arising from the previous minutes

None noted

3. Report from the surgery – Kylie Jordan

- Dr Kitchingham has become a Partner GP at the practice.
- The Surgery is no longer enforcing mandatory face masks in the building for patients or staff; however the choice is open to individuals who may wish to continue to do so. Clinicians will continue wearing a mask during patient consultations. Concerns of those patients who remain vulnerable will still be met, with reasonable arrangements made for anyone that may requests i.e. waiting in the car for their appointment etc.
- RS noted that at times, with only one receptionist on the front desk, the queue of patients at reception was excessive and suggested a small CCTV at reception could alert those staff in the back office that extra help was needed. KJ would make recommendation to the practice. NP advised she will remind the reception team to ask for assistance when needed, although not always available due to staffing levels.

- GW had requested via email prior to the meeting that the practice provide monthly performance data. JS advised the agenda had already been prepared for this meeting and KJ did not have sufficient time to complete the request however the practice will provide some relevant data for the next meeting.
- Discussions were held as to the frequency of the PPG meetings. Factors considered were the volume of work for staff at present, PPG members availability and the frequency of other PPG meetings. It was agreed to hold the meetings quarterly, with the chairperson meeting with the practice more frequently, conveying relevant information back to the group where necessary via email.

4. Fire in Walnut Tree

The enormity and effect of this event on the surgery community was discussed. JS extended thanks to the staff of Walnut Tree for managing the immediate and ongoing health issues. JS reported that she had a meeting with the Kiddi Caru Nursery Manager to enquire if the PPG could help with a toy drive etc but she reassured that companies she regularly obtained educational material from had been fantastic in replacing all that had been lost. She was however concerned about the wellbeing of the staff – who had been faced with the responsibility of saving the children’s lives. She anticipated that the nursery would be back at Walnut Tree in porta cabins for the new term. JS suggested that we could drop off a token thank you cake when they reopen. A small gesture of thanks. GW felt this was not the roll of the PPG.

Whilst not at the meeting (IM) had written to JS noting that whilst commendable, our efforts should not totally focus on the needs of the children as many families in the community were affected. JS agreed and a section in the newsletter would be focused on supporting the efforts of Adam Chapman-Ballard – Walton Community Council, and the crowd funding efforts.

5. Walking Group

JS reported that she had contacted Ian Dunsford, the Chairperson of Ramblers. He explained that even they were having difficulties arranging walks at present. RS noted that he was a trained walker and would make himself available to lead a walk but had mild mobility issues. BM offered to give him her late husbands motorized mobility scooter if the practice could store it in between walks. Thus, the PPG would only then need to organise the insurance cover. JS to investigate this further.

6. Newsletter

JS reported that the newsletter was completed. It was with KJ for proof reading. KJ would put a copy on Facebook and follow up with the Parish Council as to including the Newsletter in their door drops.

7. Annual Flu injection

The annual flu and Covid boosters are to be offered on Friday 30th September 2022 and the 7th October 2022. KJ requested that the PPG help with navigating patients

during the clinics. JS said she would liaise with members closer to the time with exact arrangements.

GW was concerned that the practice was not offering a Saturday clinic to accommodate those that work. KJ said she would convey this to the practice.

8. Macmillan Coffee Morning

Discussions were held as to whether we could combine a coffee and cake table at one of the annual flu clinics as the PPG had done so for many years previous. No decision was taken as the clinics were not being held on a Saturday it may not be logistically possible with other clinics being run and staff required in reception etc. GW did not feel the coffee morning a priority for the PPG.

9. Any Other Business

- RS asked if the practice were aware that Tesco had a defibrillator and was also concerned that the Tesco staff may not be trained. KJ advised the defibrillators electronically talk you through what to do when using them.
- KJ asked that the PPG may like to consider doing another questionnaire to ascertain patient feedback.
- JS thought a one line yes or no SMS could be sent to each patient after their consultation much like MKUGH sends following appointments. KJ to discuss with PM Clare Briars.

Next meeting – 2nd November 2022 at 10:30