

Pilning Surgery Support Group

'Patient' Group meeting held on Thursday 8th May 2008 at 12noon

Present: Mike Matthews (Chair), Pam Gazzard, Janet Green, June Reynolds and Gill Trawin

Action

1. Minutes Secretary – no-one attending wanted to accept this role so Mike agreed to keep notes.
2. Apologies were received from Mike Woodhouse
3. Procedure for new members:
As this was the main purpose of the meeting the draft Document of Intent as submitted was discussed and agreed. The Document will be placed before the next full meeting for adoption
Additional notes of guidance were also approved although not everyone had seen these.
The letter to new members was also agreed.
4. New member applications:
As 2 people had applied for membership of the group, Mike would send them copies of the Document as this could also be a 'trial' run to gauge reaction to the procedure.
Gill said she would be willing to step down if the quota of 12 members was reached as she only originally intended to help with transport
5. Transport arrangements:
Robert had supplied a list of volunteers and Mike had written to them also seeking a coordinator. Of those who responded it was agreed to ask Ian Conway to act in this role.
6. Newsletter:
No items came to mind that could be submitted to Sue.
7. Dates of Patient Support Group meetings;
Mike proposed that these would only be held as necessary after full meetings and normally a month afterwards. Wherever possible matters would be discussed and agreed informally to avoid unnecessary meetings.
8. Dates of full Group meetings;
These were as stated in last Minutes, namely, 10th July and 10th October 2008, and 16th January 2009 all to be held between 1200-1300 hrs.
9. A.O.B.:
To start consideration of the need of funds or raising of funds Mike would ask Sue if there are 'things' required by the Practice and not covered financially. It had been mentioned that a new photocopier would be useful

Next meeting

Mike

Mike

Mike