**Highgate Medical Centre PPG**

**Minutes of the meeting held on Monday 14th January 2019**

**Attendance:** Brian, Bill, Lynda, Terry, Sheila, Noreen, Dr. Lakhani, Ken, Christine, Dave T, Alison, Dave H, Ina, Liz, May.

**Apologies:** Ann, Ian, Mr. Coleman

**Minutes of last meeting:** not read out, but agreed there were no actions from the last meeting. The question of the music in the waiting room could not be changed and a radio licence would cost £300 per year that was too expensive. The surgery is getting a new clinical computer system in April, so the music may change then.

**Planned events- See separate list of dates.**

**Open evening –** To focus on services available at our surgery, perhaps ‘a day in the life of’ to identify who does what to help patients.

**Coffee Morning –** Featuring a broader service that can be accessed, information and empowering people. Changing the venue to be in the new Focus Cafe situated in the Conservative club on Cossington road.

**PPG AGM –** To be at the surgery in October, giving Dave T enough time to provide the accounts.

**Christmas tree lighting event-**  Our usual stall, but for us to try and win the best table this year. (**After note** I rang the Parish Council office to confirm the dates and was told that they are having a meeting this week about the event as they feel changes need to be made, may be even a different day. Will keep you updated)

**Financial update –** We have £696.80 in the bank and £14.95 in petty cash with a total of £711.75. May to provide a list of preferred items that surgery would like for the PPG to consider donating to.

**Secretarial Role -**  After discussion Liz agreed to take on the role of Secretary but with support from everyone to help with any tasks. **Action for all to sent Liz and email by 14th Feb on what help they will give and ideas for the future.**

**Any other Business -**  Dave H raised the question about appointment times, May outlined issues re extended care out of hours at other locations. Media to be used to let the community know.

Liz brought up the communication to patients when test results come in. She had a text to contact the office, then a letter, saying make an appointment with the doctor for results. After discussion the surgery will consider the wording of the letters sent out.