**MINUTES OF THE VIRTUAL MSPPPG MEETING HELD ON THE 6TH JANUARY 2021 AT 7PM**

**Attending:** Paul Harding (PH) – Chair

Lesley Isaac (LI) – Vice Chair

 Sam Radford (SR) – Secretary

 Mary Taylor (MT) – Treasurer

 Joy Bailey (JBa) – Chair of Communications sub-committee

 Gill Waldron (GW)

 Pete Griffiths (PG)

 Jenny Becker (JBe)

 Jan Hawes (JH)

**Item 1 – Welcome and introduction**

PH welcomed all participants to the meeting and wished everyone a Happy New Year!

PH informed us all that he had spoken to Sarah at Crewkerne Health Centre and that SHS had decided to continue with the 2nd Covid vaccinations as planned this weekend. An email had been sent to all members.

**Item 2 – Apologies for absence**

Apologies had been received from Lisa Tabner (LT) Practice Manager and Lynda Moore (LM) who is a new committee member.

**Item 3 – Minutes of previous meeting**

The minutes of the previous meeting were taken as read.

**Item 4 – Matters arising**

LI informed us that she has ordered the Hi-Viz tabards from Paulls in Martock – she has ordered a variety of sizes as requested by the committee members and is hoping to receive them soon. Each tabard costs £7 and LI will provide her bank account details for people who wish to purchase their own. Any remaining will be paid for from PPG funds. PH thanked LI for organising this.

**Item 5 – Action list**

**Action 10 – remains open**. PH will mention this to LT next time he speaks to her to check if this is still necessary now that the surgery is using AskmyGP totally.

**Action 16 – complete.**

**Action 17 – complete (see under item 4).**

**Action 19** **– complete**. PH has also asked Liz from the PCN for comparative stats across the whole SHS community, not just Covid stats but all other parameters too.

**Action 20 – complete**. All the information is on the .gov website plus others so there seems no point in putting it on the PPG Facebook page too.

**Action 21 – complete.**

**Item 6 – Chair’s report**

All present had received a copy of the Chair’s report prior to the meeting.

PH mentioned the email he had received from Sarah at Crewkerne regarding the Covid vaccination clinics and her thanks to the PPG for all their help so far. She will be in touch with PH directly when more assistance is needed and expects this to extend well in to the summer. She is currently looking for suitable venues for clinics and PH had suggested the village hall in Kingsbury Episcopi and also the Community Centre in Somerton. LI pointed out that venues require plastic chairs to enable easy cleaning between patients. The church in Martock would not be suitable because of this and also the lack of parking and very slippery paths surrounding it!

JBe asked why appointments at the clinic held in Crewkerne before Christmas were 1 minute apart? She knew of people who’d had to wait outside in very cold conditions for quite a long time so questioned whether this would change? LI said she felt the clinics had been well organised and PH said that if we weren’t in the SHS group we might not be in such a fortunate position. PG said there had been a few queues on the Friday when he had been helping. He asked if there were any plans to use either surgery for vaccination clinics? PH said he didn’t know but would endeavour to find out.

**Item 7 – Treasurer’s report**

MT said there had been no change and confirmed we have around £600 in the account.

PH has received an email from NAPP saying that our yearly subscription was due. MT said she would look into this. **ACTION MT**

**Item 8 – Practice update**

The Practice update had been received by PH shortly before the meeting commenced and so would be emailed to all in the next few days. PH read through some of the update – there is still a one half-day vacancy for a GP which is currently being covered by Dr Maddie Smith. Nurses are now fully recruited. Heather Pearce has returned to the Practice as a Safeguarding Administrator and 6565 patients are now registered with AskmyGP.

PH asked JBa to set up a Communications sub-committee meeting sometime soon to discuss pushing AskmyGP to patients. **ACTION JBa**

**Item 9 – Patient issues**

GW said she had been notified of two complaints from PPG members MT and JBe, and asked them if they had heard back from the Practice in the allotted time? Both MT and JBe replied no.

GW said she had looked on the SHS website for their complaints procedure and could not see it. She also pointed out that the PPG webpage does not have ours either. MT says there is a link on the SHS website, but it is very hidden and not easy to find without much searching. JBe said it should be easier to find and that they were not abiding to their policy and that they should be notified. GW asked if all members were happy for her to write to the SHS Chair to discuss this matter – all present were in agreement.

GW suggested that PH asks the other SHS practices what their procedures are at the next PCN meeting he attends.

JBe raised a concern about where a patient should send a BP reading when asked by the surgery because it does not tell you on the request? PH suggested sending the reading via AskmyGP but JBe feels there should be some more guidance from the surgery.

**Item 10 – Communications sub-committee**

JBa said she had put a post on the PPG FB page about the planned go ahead for the 2nd Covid vaccinations in Crewkerne at the weekend. PH had sent out a vPPG message about this too.

**Item 11 – Covid vaccinations and update**

PH felt this had been covered earlier in the meeting.

PH asked JBa to put a post on the FB page about the local transport services offered by Slinky Bus and SW Community Transport. **ACTION JBa**

**Item 12 – AOB**

JH said that at the last PPG meeting she had noticed that there were a few surgery staff in the office at the same time and none of them were wearing face masks and felt that the surgery should be following the guidelines. She had also heard from other patients that staff were only wearing masks when they approached the door to let patients in and that she had also seen reception staff not wearing face masks. PH suggested that we should ask the Practice what their Covid procedures are. MT wondered if extra measures have been put in place to deal with the new variant of the virus. PH said he will speak to LT next week and tell her of the raised concerns. JBe asked PH to put it in writing as a formal record of the concerns. **ACTION PH**

The meeting closed at 8:07pm

The next meeting will be held on Wednesday 3rd February at 7pm