

CARNOUSTIE MEDICAL GROUP, PATIENT PARTICIPATION GROUP

Minute of meeting held at Parkview Primary Care Centre

on Monday 10th December 2018 at 6pm

Present :- Chairperson – Stuart Anderson

Minute Secretary - Ethel O'Donnell

Treasurer - Ken Drysdale

**Committee - Isobel Clark, , Eddie Wilmott, Maureen Wilkie, Anne Gosling,
new member Alan Gall**

Business Manager - Lynn McGowan

Apologies – Amy Macleod, Howard Evans

Task

<p>1. Stuart welcomed all to the meeting and the new member was introduced.</p> <p>2. The Minute of previous meeting was taken as read and signed by Ken Drysdale and Eddie Wilmott.</p> <p>3. Update on progress - Stuart gave a brief summary of where we are including the advertising campaign for new members and financial situation and donations received. He has met with Anne the PG chairperson in Monifieth and she has indicated that they have similar problems in recruitment and retaining members. Lynn also advised that there are other monies out there to target should and when we need to.</p> <p>4. This meeting was dedicated to discussing producing a newsletter/leaflet.</p> <p>i. Who to target? - The meeting started with a discussion on who we should target with the newsletter. It was agreed that initially a postal-drop in the main town, leaving out the outlying areas would be sufficient.</p> <p>ii. Who will do the drop? - Stuart has spoken with Kenny Lee from Carnoustie Scouts and he is willing to get the Scouts to do the drop. This may be at a cost. This was agreed to be a good idea since the Scouts are familiar with posting in the town through their Christmas Post service. We would want to know exactly which streets have been delivered to for future reference.</p> <p>iii. When to do the drop? – It was agreed to circulate it along with the new Practice Newsletter. February was chosen as a suitable time scale to prepare and arrange with the Scouts to do the drop. It will also be available in the Medical Centre.</p> <p>iv. Printing costs – Stuart has approached Visions in the town for a cost and has been quoted £83 for 5000 prints. It was agreed we should get a further two competitive quotes before making a final decision, but all agreed we should keep it local if possible. Stuart will get a further 2 costs.</p> <p>v. What format should the newsletter take – It was agreed to keep it simple but bold and on an A5 single sheet. The format of the poster with some adjustments would be suitable. Ethel will adapt the poster and circulate to members for agreement. Lynn will circulate the final document and Stuart will get it printed.</p> <p>vi. PPG Aims – Discussion took place on the ultimate aims and tasks for the PPG – The possibilities are wide. Communicating the Services available and changes in the Practice to the wider population in the town, assisting with programmes within the Medical Centre for all the services provided, to doing our own promotions at Health Fairs, Carnoustie Gala Day or similar. We hope that when we have a stronger mission the Medical Centre staff will come to us for support.</p>	<p>STUART</p> <p>ETHEL /ALL</p> <p>LYNN/STUART</p>
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vii.PPG Group and Committee Meeting times – The Committee now has the desired number of 12 members. However It would be beneficial to have an extended group to replace committee members when their term of office is fulfilled.

It was agreed to have the last Monday in the month as the designated Committee meeting day. The time can be determined as required for afternoon or early evening.

viii. The Group Constitution – the revised Terms of Reference, which was outdated has now been replaced by a Constitution. This has now been signed by those who agreed it and will be circulated to all members.

- 5. Medical Centre Services** - Lynn advised that she has approached Carnoustie High School pupils regarding the development of a video to use in the Medical Centre for advertising services. This is something we can be involved in to advertise the PPG group.

With business complete the meeting finished at 19.35

Date and venue for next meeting – Monday 28th January 2019 at 18.00hr in the waiting area of PPCC.

Ethel O'Donnell

Ethel O'Donnell
Minute Secretary
11th December 2018

Approved Date.....

Seconded..... Date.....

Stuart

Lynn