

Academy Medical Centre Patients Participation Group

Notes of meeting held 9<sup>th</sup> April 2024 at 4.30pm

Chairperson- Angela Turner, Notes - Libby Souter

In Attendance – Marion Fenwick, Allan Barker, Anne Watt, Teresa Forbes

1. Apologies - Nazaneen Mohammed, Muriel Fairley
2. Notes of meeting held 9<sup>th</sup> March 2024 – amended notes accepted as accurate and correct.
3. Matters arising from notes, not on the agenda - Information desk to be a permanent Agenda Item going forward. Allan still working on the Basic Introductory BSL sheet.
4. Finance Report - £415.16. The updated signature for the account is still in progress. A discussion round the logistics of buying anything for the PPG without the use of a debit card e.g. leaflets or display items where there is charge for online purchases. Teresa explained from experience it was quite timely to arrange through banking channels. Libby to explore possibility.
5. Service delivery and practice update – All going well at the practice nothing new this month. A discussion around the med-link for diabetes. A request from Public Health to have a distribution box for condoms and sanitary items. It was highlighted there was free sanitary products in one of the toilets. Teresa to take back to the practice for discussion.
6. Health Campaign Calendar for May 2024 – Sun Awareness, Asthma and deaf Awareness. A discussion around the difficulty in resourcing certain campaign posters leaflets unless they are in the resources Library which is free to the PPG. Other campaign materials can be sourced at a cost. Libby to update the campaign Calendar in line with what we can resource.
7. Publicity and practice website all up to date. Marion informed the group that the correct pathway for the notes were that once approved by Nazaneen then it was the responsibility of the practice to pass onto Rebecca to inset in the newsletter.
8. AOCB – Bench - No update on bench. Information desk. - Libby spoke to the resources Library and they were going to give provide some leaflet holders. A visit to the resources Library office was requested but deemed not practical. It was suggested that a few copies of the newsletter would be printed and put in the waiting room. Libby to ask Voluntary Services about the need for PVG and registration to work on information desk. Allan has set up an PPG email, information forwarded to group.
9. Date of next meeting – 14<sup>th</sup> May 2024 4.30pm. Chairperson and note taker for next meeting – Libby Souter Chairperson and Angela Turner Notes.