

# STRAWBERRY HILL MEDICAL PRACTICE

PPG

## Minutes 19th January 2023 at Strawberry Hill Medical Centre

Item No	Agenda Item	Details	Action
	Present	Karen Swaffield (KS), Jane Belcher (JB), Mike Fereday (MF), Stephen McKinnon (SM), Louisa Gilboy (LG), Maggie Bates (MB), Joan Blore (JBL), Ros Quinn (RQ), Dr Imogen Caffrey (IC)	
1	Apologies	Jane-Marie Stock (JMS)	
2	Conflict of interest	No Change	
3	Minutes	The Minutes of the last meeting 25th October 2022 were accepted with two amendments- <ul style="list-style-type: none"><li>• JB had been present at the meeting</li><li>• Typo - read Laura Farris MP for Laura Ferris MP</li></ul>	
4	Matters Arising	<ul style="list-style-type: none"><li>• AGM - see item 5</li><li>• Practice Website still under review</li></ul>	
5	AGM	<ul style="list-style-type: none"><li>• Time confirmed as 6pm on 23rd February 2023</li><li>• It is possible to hold both an attended AGM and a Virtual one. The Ground floor waiting room could be used if it is possible to arrange IT requirements for combined Zoom and Face to face, otherwise the Meeting room on 2nd Floor.</li><li>• Dr Rob Tayton will be the speaker - Developments for West Berkshire Community Hospital - requires Screen and projector.</li><li>• Terms of Reference as reviewed in April 2022 agreed with addition of sentence regarding the Virtual group - to be ratified at AGM</li><li>• Agenda, Terms of reference and Survey results to be circulated to Committee and Virtual Group</li></ul>	LG/ MB/ KS
6	Updates from Practice	LG tabled a paper explaining the changes that have been made which is attached to these minutes. Much discussion followed LG's report :- <ul style="list-style-type: none"><li>• The triage system was reviewed and discarded because of the increased workload for GPs thereby decreasing time available for appointments.</li><li>• Dr Caffrey explains that drugs were coloured coded and that audits were made on which drugs were prescribed.</li><li>• Non urgent appointments could be made with a waiting time no longer than 3 weeks.</li></ul>	
7	Support for the surgery	Comments on Facebook were very much out of date, can these be questioned as to time of submission?	All

8	Newsletter	A Newsletter will be circulated prior to the AGM. IC will provide KS with information re Diabetes and SM will provide a comment regarding the recent Survey	KS
9	Patient Panel Report	<ul style="list-style-type: none"> <li>A Mental Health Practitioner has been appointed</li> </ul>	
10	Survey	Of the 250 surveys circulated only a small number were found to have been returned completed hence the discrepancy in the final figures. The survey results are attached to these minutes,	
11	PIP	JB has replaced many leaflets in the PIP room but will liaise with LG to decide on any further information required	LG JB
12	Website Review	<ul style="list-style-type: none"> <li>PPG details will be up dated during the next few days</li> </ul>	KS MB
13	Virtual group	<ul style="list-style-type: none"> <li>Further funding was expected to support the collection of blood phials for transport to the RBH on Saturday mornings but unfortunately this funding has not materialised. Blood taken from patients for testing has to be delivered quickly to the laboratories otherwise it deteriorates and cannot give a correct result.</li> </ul>	
14	AOB	<ul style="list-style-type: none"> <li>Berkshire Building Together - a consultation meeting on Saturday 25th Feb 2023 will be held to discuss the siting of the proposed new hospital</li> <li>There is an Urgent Care Centre in the Broad Street Mall in Reading to which SHMC patients may be referred but ideally this should be provided in Newbury</li> </ul>	

Signed - K Swaffield 2nd March 2023

## Date of next meeting

**AGM 23rd February 2023 at SHMC - 6pm**

**Building Berkshire Together Saturday 25th February 2023  
(Consultation on the proposed site for the new hospital)**

**Committee meeting 2nd March 2023 - 5pm**