

PPG – Lonsdale Medical Centre

Meeting Agenda

Meeting Date	Wednesday, 31 July 2019	Meeting Time	2.00pm – 3.30pm
Meeting Venue	LMC 1 Clanricarde Gardens Tunbridge Wells TN1 1PE	Next Meeting Date/Time/Venue	TBC
Minutes Taken By	Simon Parker		
Meeting Attendees	Nicholas Fuller (NF) Emma Baker (EB) Ania Jeffries (AJ) Dr Alison Stewart (AS) – LMC Retired GP Partner Jean Kemp (JK) Simon Parker (SP) Christopher Penniall (CP) Ingrid Pope (IP) Andrew Taylor (AT)		
Apologies	Moira Millar (MM)		

No.	Timing	Agenda Topic	Discussion	Actioned BY
1	2:00 – 2:15	Welcome and Previous Minutes	Opening comments from the Chair Agreement of Previous Minutes Actions arising from Previous minutes	IP ALL ALL
2	2:15 – 2:35	Newsletter	Update on progress to September launch	MM
3	2:35 – 2:45	Fundraising	Consider how best this can be promoted as an ongoing task.	ALL
4	2:45 – 2:55	Social Media Strategy and Tagging		LF

PPG – Lonsdale Medical Centre

Meeting Agenda

6	3:05 – 3:20	Initiatives	Refer Appendix 1 Discuss initiatives as time permits Select initiatives to discuss in the next meeting	ALL ALL AJ ALL
7	3:20– 3:30	AOB	Select next meeting date	ALL

PPG – Lonsdale Medical Centre

Meeting Agenda (Appendix 1)

Initiative	Description	Raised By	Date Raised	Priority	Status
6	Mental Health Awareness should be promoted with an initial emphasis on Young Persons Mental Health	AJ	20/3/19		In Progress
9	The board in the waiting room is scruffy and needs replacement.	MM + JK	20/3/19	Low	Deferred 31/12/19
11	Gratitude Jar – Install a large, clear gratitude jar in the patient’s waiting room with small coloured pieces of paper for each patient to write one thing they are grateful for and pop it into the jar.	AJ	26/6/19		

INITIATIVES – CLOSED OR COMPLETED

Initiative	Description	Raised By	Date Raised	Priority	Status
1	Should we be representative. How can we achieve this.	TA	20/3/19		Closed 24/4/19
2	How do we obtain the input of patients		20/3/19		Closed 24/4/19
3	Should we become Park Run Ambassadors		20/3/19		Closed 29/5/19
4	Consider whether the communication flow between the practice and the patients is efficient		20/3/19		Closed 24/4/19
5	Fundraising for the surgery needs to be considered	MM	20/3/19	High	Closed 29/5/19
7	The newsletter was raised as a general topic – how often is it distributed and what are the contents	MM + LF	20/3/19	High	Closed 29/5/19
8	Is the waiting room too small for the current practice of eight partners and approaching 7000 patients		20/3/19		Closed 24/4/19
10	Practice walks should be reinstated	AS	24/4/19	High	Closed 29/5/19

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Meeting Agenda (Appendix 1)