

Jenner Health Centre

Patient Participation Group

Meeting Date: Tuesday 9 October 2012 @ 19:00pm

Attendees:

- Karen Burrill – Chair
- Simon Stitson (Practice Manager)
- Dr Adriaan van Biljon
- William Old
- John Dunham
- Cheryl Jakes
- Graham Moores
- Paul Phillips
- Sheila White
- Annette Glazier

Apologies:

- Dr Andrew Anderson
- Dr Anil Nair
- Dr Gillie Evans
- Trudy Lapinskis
- Penny Fisher
- Dena Old
- Pamela Potts
- Linda Arbon
- Sheila Burrill
- Marian Dunham
- Cindy Poli
- Nicky Spriggs
- Bryonie Smith
- Pearina Marriott
- Dee Laws
- Sue Carter

Minutes:

- Karen Burrill opened the meeting and thanked all for attending.
- Karen ran through the minutes from the previous meeting and reviewed these with the Group. Minutes agreed by the Group.

Open Evening – Tuesday 13 November 2012

- Annette and Graham ran through plans for the Open Evening on 13 November 2012 and updated the Group on progress.
- Event will be held at the Practice between 19:00pm and approx

21:00pm and will include displays about projects and events that the PPG have been involved in.

- Plan is to invite patients to attend the evening to raise the profile of the Patient Group and to recruit additional members.
- Graham is producing posters and information for the display boards and is keen for pictures from the 2012 Talent Night. Group discussed who might have these and Graham will approach Dave. Bill has pictures from the Hog Roast and coffee mornings and also some pictures from the Whittlesey Festival and will provide these for the displays. Cheryl has some pictures and information about the children's parties.
- Graham is arranging the loan of some display boards and he, Annette and Bill will help to set these up. Work on this will start the week before with further work on the morning of the event. Karen and Park Lane school have some boards that can be loaned and Simon will speak with New Queen Street Surgery also if we need more.
- Annette approached Sainsburys to see if they would like to sponsor the event and they have agreed and sent £20.00 towards the catering. Annette will buy the cheese & biscuits the day before from Sainsburys, mugs can be borrowed from the Children's Centre, John and Marian will provide the urn and Karen has remaining Tea/Coffee from PPG supplies that can be used. Simon will arrange the milk and sugar.
- Some targeted invitations have been sent and Simon has also invited other health professionals who work with the Practice and Michael Bacon, Chair of the Borderline Patients Forum.
- All volunteers on the evening and to help with setting up are greatly appreciated.

Update on the Halloween Children's Disco

- Cheryl updated in the recent Children's Halloween Disco. 70 tickets have been sold for the event with decorations loaned. Costs are therefore contained to hire of the hall and the entertainment. Food and cakes are also donated.
- Event is being promoted through Whittlesey Mums Facebook page. Event takes place on Tuesday 30 October 2012 between 15:00pm and 17:00pm.
- Cheryl would like some help with setting up and plans to do this from around lunchtime. Both Karen and Graham offered to help. Karen will also bring the tea/coffee/sugar.
- Entertainment is arranged via Zig-Zag disco.

"Just a Show" 2013

- Graham updated the Group with progress on this event. All is coming along well, Graham met with Andy Flatters at the Ivy Leaf about the venue and this has been offered to us free-of-charge. The event has now been booked at the Ivy Leaf.
- Aiming to sell around 200 tickets with a maximum capacity of around 300 people. The Ivy Leaf will also help to sell the tickets and to promote the night to their customers and members. Advertising

- campaign for the event will start in January 2013 after Christmas.
- Event takes place on Saturday 23 February 2013 at 19:30pm with doors opening at 19:00pm. Group will have access to the venue during the day to set up for the evening. The event will also be broadcast live via satellite radio.
 - Nine acts from last year are already booked for the 2013 event with the drama group from Sir Harry Smith School providing a 10 min comedy act. Graham will also approach the art department to see if they would like to design the posters as part of coursework/class work. Woodwind ensemble and a choir are also interested in performing.
 - Davie will liaise with Discover Whittlesey magazine to promote event through them.
 - A rehearsal for the acts has been booked for Thursday 8 November 2012 at the Practice, starting at 7pm.
 - Will be looking for Raffle prizes for the event.

Any Other Business

- No other items were raised.
- The next event will be the Open Evening on **Tuesday 13 October 2012 at 7pm at the Jenner Health Centre.**
- Next meeting will be **Tuesday 11 December 2012 at 7pm at Jenner Health Centre.**