

LIME TREE SURGERY PATIENTS' GROUP

Minutes of the 20th Annual General Meeting

held at Findon Village Hall on

Friday 21st May 2010

WELCOME

The Chair Lance Allen, welcomed everyone present to the 20th Annual General Meeting of the Lime Tree Surgery Patients' Group and said he appreciated their support. He also welcomed Howard Lewis from the PCT who was kindly giving a talk on engagement with patients and Reg Green our local Borough Councillor.

As this will be the 20th Anniversary year of the Patients' Group, it is proposed to hold an evening event in the Autumn to celebrate this.

With the Agenda papers handed out, there is a questionnaire to fill in on what you want your Patients Group to do for you or to make any comments. The Group is the "Patients' Voice" and your views are essential to us. It would be appreciated if these could be completed either this evening or handed in to the surgery reception in the next week or so.

The change of government will undoubtedly lead to uncertainty, but co-incidentally the British Medical Association's General Practice Committee has undertaken a review called "Fit for the Future" and it has concluded that General Practice is indeed fit for the future. However the report contains no less than 50 recommendations for change, of which Recommendation No. 3 is "Practices should develop patient participation groups". It is good to note such high-level endorsement of PPGs.

MINUTES OF THE LAST MEETING

The acceptance of the minutes of the 19th AGM were proposed by Mr Leroy Bryan and seconded by Mr John Christmas.

MATTERS ARISING

The debate over zero-rated VAT has not changed since the last meeting. Lance raised this at the National Association for Patient Participation AGM 2009, and they agreed to look at it with their advisers but it remains an outstanding issue. However any change in the tax laws is believed to be unlikely.

It was suggested last year that local MP Tim Loughton should be invited to attend the meeting but it was not felt appropriate, as he does not have a health portfolio, although he is always supportive of local issues.

CHAIRMAN'S REPORT

There are a few changes to your Committee this year. Don Pollard and Sheena Drake have joined the Group and Wendy Pollard has kindly taken on the role of Trustee which has been vacant since the retirement of Geoff Hastings. The trustees are effectively our 'governors'. Two members have more recently left the committee - Glynis Thomas who had served on the Committee for almost 20 years - we very much appreciate all the hard work she has put into the Group over the years, also her husband Roger and mother Margaret. They will be very much missed, particularly at the Fayres. Sybil Evans has also left the Committee but will continue an active role at the surgery with the Bereavement Group. Our thanks to Sybil also.

We had the opportunity to see the result of the 2009 Mori Patient Survey which is carried out at the Surgery annually, to ascertain whether there are any issues which the Group can help with and also ways of communicating with patients.

Lime Tree Surgery Patients' Group is one of two PPGs that represent West Sussex working with the PCT and National Association for Patient Participation (NAPP) on the campaign to increase the number and effectiveness of PPGs. Lime Tree is becoming well known at County and National level.

We remain active members of the Worthing Area Patient Groups Forum when we meet twice yearly to discuss issues relevant to all the Surgeries. We hosted the Autumn 2009 Forum at Lime Tree.

As mentioned previously the Patients Group was aiming to fund an Ophthalmology Department within the Surgery which unfortunately did not happen. The PCT preferred an Ophthalmology service linked to the High Street Opticians. However other equipment has been purchased for the Surgery but will be dealt with under Treasurers Report.

We have held two very successful talks in the past year, one on mental health and the other on skin cancer. They were very good and appreciated by all those who attended. We intend to continue with talks on topical subjects.

Our Autumn Fayre in November was very successful and the money raised was the second highest for a number of years. Thanks to all who helped, and came along to support us.

In closing the Chair's report, he wished to thank the dedicated Committee throughout 2009 and beyond - Carol Farrow (Secretary); Joyce Hemus (Trustee); Wendy Pollard(Trustee); Charlie Pratt; Margaret Bamford and Heidi Jones and the new members Don Pollard and Sheena Drake. Thanks also to go to the Practice, Dr Mannings, Paula Russell and Gill Cotton and colleagues.

TREASURER'S REPORT

Accounts for 2009 are in the usual format, independently audited by Derek Loader. Our grateful thanks to Derek. Although Sheena Drake has joined the Group as Treasurer, Chair said he would present them, having been acting Treasurer for 2009.

Donations were low this year, only £60 had been received. The Book Case in the Surgery was a very successful addition to our fundraising and the recycling of books made £816 for 2009. Bearing in mind that they are only 20p per book, this is excellent. The November Autumn Fayre raised £596.

The donation of £500 has been sent to the Worthing Hospital CT Scanner Appeal in memory of Dr Cameron.

The Bank interest is disappointingly low. Banks tend to treat charities like small businesses, and there is little competition for our deposits.

Equipment purchased for 2009 includes Patient Held Record Cards, complete with magnets to keep them handy on the patient's fridge door. This helps any medical personnel who needs to gain access to patients' homes having the medical information to hand. There is some £12,000 of expenditure either purchased or in the pipeline for this year includes a Gynaecology Couch and an Audio Microscope for Ears.

It is proposed that a subsidiary surgery would be started again at Nightingales in Findon Village, probably in July and the Patients Group has agreed to fund a Laptop and associated connections so that patient records can be accessed directly and securely from the Surgery. No patient information will be stored on this laptop.

As there were no questions raised on the Accounts, their adoption was proposed by Don Pollard and seconded by John Christmas.

ELECTION OF COMMITTEE

The Chair announced that all current members were willing to stand for another year. Chair asked Sheena Drake to introduce herself to the Patients, which she did, giving a brief history of her career in accounts. Leroy Bryan proposed the adoption of the Committee, this was seconded by John Sandles.

CONSTITUTION

Chair tabled the Constitution which had been spring-cleaned to reflect future direction on patient engagement and communication. Under Objectives, the beneficiaries are those people living permanently or temporarily in the Surgery's catchment area. With the new Government, it is believed that the catchment area may disappear. At the moment, the Practice Doctors can make changes to the catchment area. Under Management, the Committee numbers have changed to ten members, from eight, and it has also been amended to clarify that there will be no circumstances where any member of the Patients' Group will have any access to patient medical records. It states on the amended copy that the Committee quorum has changed from **four to six**. Since going to print, it is felt that it should be returned to **four** members, to retain flexibility. Minutes of general and committee meetings will be posted on the surgery noticeboard and the Patients Group's section on the website www.limetreesurgery.com

Question from the floor asked how they would see notices, posters, etc. if they did not go to the Surgery or have a computer. Chair replied that if a talk or fayre had been arranged, it is put in the Sussex Local magazine, as well as in the local paper and some local shops. One of our past Committee members, who lives in the Village, also kindly puts up notices in the Village for information.

The Chair said if the meeting was happy with the changes to the Constitution he asked for its adoption. Leroy Bryan proposed its adoption, seconded by John Sandles.

PATIENT QUESTIONNAIRE

As mentioned earlier in the meeting, a Patient Questionnaire has been produced, which would tell the Committee which activities are important to members. It was requested and encouraged that the form is completed either at the meeting or to be passed to the Reception staff at the Surgery, as soon as possible.

ANY OTHER BUSINESS

Leroy Bryan said he had noticed an error in the Accounts. On Receipts the total showed £1491, but on add receipts it had been transposed and showed £1419. Chair thanked him for his observation and agreed to change it before sending out to the Charities Commission.

Leroy Bryan proposed a vote of thanks once again to all the Committee for everything they do.

As there was no other business or questions, the Chair handed over to Howard Lewis from the PCT.

Following his talk, Dr Mannings would be speaking about possible changes to the health service as a result of a change of Government, and also about the proposed adult outdoor exercise equipment that could be installed in the Surgery's grounds to encourage fitness (similar equipment has been installed at Hove and even Hyde Park).