St Stephen's House Surgery Patients' Participation Group Committee Meeting Monday 15th September 2025 on Zoom Minutes

	Minutes		
Present	Jess Sohal (JS) (chair), Val Moss (VM) (minutes), Richard Coveney,(RC) Barbara Wells,(BW) Jane White(JW)		
Apologies	Beverley Porter (BP),Tim Robertson (TR), Sam Wylie (SW), Chris Ranger (CR)		
Minutes of last meeting and matters arising	Minutes of the last meeting were approved. a .Martin Riddle had returned the key to the book tin. Agreed no more keys were needed – BP has one and the reception staff have another. b. CR had supplied more books. No more needed at present. c. New committee member. Nothing more had been heard from the lady who had expressed an interest in joining the committee. Agreed not to contact her further. Agreed that JS would ask CR to create a slide for the surgery, asking for a volunteer to join the committee specifically to help with social media. Action JS.	Action JS	
Practice news And flu clinics	JW reported that the surgery has been very busy. From Monday of next week, triage will start with all patients wanting appointments being required to complete an online form, outlining their symptoms. Those who cannot do this can phone, and reception staff will help them. This is a new system imposed on all practices by NHS England. Dr Al-Bahrani is on long-term sick leave. Dr Bush is on holiday. A new registrar, Dr Kamalanthan is working 3.5 days per week. Dr Achpilya is working too as a locum. A flu clinic will be held on 4th October and a larger one on 11th October. Also some in-house appointments during the week will be available for those who are eligible. Volunteers from the PPG are needed to help on both Saturdays. VM said she and Andrew would help on 11th October in the afternoon. JS would ask for helpers at other times. Helpers would manage the queues where		

	necessary, and ask patients if they wished to join the PPG to receive newsletters etc.	
Treasurer's report	BV had sent in his report. £972 in our accounts, including £17.60 raised from the book tin.	
Use of funds	After much discussion, it was agreed to buy one new ECG machine. We would use our remaining funds plus the sum of £125 still held by the surgery to purchase this, with the VAT and postage paid by the surgery. The total would be £1095. Since there were several committee members absent, it was decided to check that they were also in favour of this before any action.	Action JS
Gardening at the surgery	RC was thanked by JW and the rest of the committee for all his work on the front and back garden areas of the surgery. He had cut back all the shrubs and trees and taken the waste to the tip. He had also cleared other rubbish and tidied up. JS had also helped. RC said he was happy to continue to keep the garden tidy in the long term.JS also agreed to help when needed.	
Survey	Since TR was absent from the committee, JS would contact him to ask if he had watched the Youtube tutorial and completed a practice survey.	Action JS
Newsletter	 JW would write an article about New triaging of patients Flu and other vaccinations reminder New bike rack Purchase of new ECG machine Use of Al called Blinks. This can organise appointments and medication for people with chronic diseases. Anima – this will scan letter from consultants and highlight new diagnoses-changes of meds. JW would ask the new registrar if she would write an article. The newsletter would be sent out in autumn 2025 	Action JW
Social media	A slide would be made asking for a volunteer for helping with this.	
Carers update	BW had met Jacqui Dawson who now only worked 2 days per week and much of her time was taken with church events. She still planned to put on a carers' roadshow at some time. BW agreed to write an update for the next newsletter, explaining changes taking place in some major	

	organisations such as Crossroads and Actions for Carers. She also reported that SCC was raising awareness of carers and would be sending out a carer survey soon.	
Christmas meeting and lunch on 8 th December	JW would try to come. Venue not decided.	
Date of first meeting in 2026	JANUARY 19 TH 2026 AT 1.30 PM ON ZOOM	
AOB	JS asked JW if the PPG could use the practice Zoom contract. JW explained the practice used Teams provided by Surrey Heartlands. JS would find out more about this.	Action JS

