

St Stephen s House Surgery
Patients' Participation Group Committee Meeting
Monday 19 January 2026 at 1.30 pm on Zoom

MINUTES

Present: Jess Sohal (JS) Chair; Tim Robertson (TR), Richard Coveney (RC), Andrew Moss (AM) in part attendance; Val Moss (VM) (minutes).

1. Apologies for absence: Jane White, (JW); Linda Tate (LT); Barbara Wells (BW); Sam Wylie (SW); Beverley Porter (BP).

2. Minutes of last meeting on 8th December, 2025 were approved.

3. Matters arising.

- Chris Ranger had been asked whether the gazebos would be needed at future flu clinics, bearing in mind the 2025 flu clinics were both held indoors.

AGREED to see whether the 2026 clinics will be indoors and review the need for the gazebos after this.

- The £124.32 held by the surgery has been returned.

4. Surgery matters.

- JW had sent in a report which had been circulated to the committee. Her main points were:

- Waiting times have been reduced due to the new triage system and use of the HUB.
- A new locum GP Dr Jago is helping to ease winter pressure.
- The physiotherapist Elvis is leaving. A replacement will be found.
- There is a new Clinical Pharmacist, Mrs Kadhum.

- VM commented that the written report was very helpful when compiling minutes.

AGREED to ask JW if she could always write a brief summary, perhaps using bullet points.

5. Treasurer s Report.

Total in the bank is £1124.00. This includes the refund from the surgery of £124.32.

BP has asked Chris Ranger for more books for the surgery bookcase. He will then open the cash tin and report back to the committee.

6. Newsletter.

The distribution of the Christmas newsletter has been delayed due to many technical issues.

During the meeting, TR opened a Gmail account called PPG St.Stephen s Surgery. to send out the newsletter and also the survey to the patients who have signed up. It was noted this would be password protected and tested for use.

ACTION TR and JS.

7. Survey.

A draft survey was shown to the committee and a few amendments suggested, especially Q5 and Q9 which refer to "patient access".

AGREED TR would ask JW if this was still relevant due to the new booking procedures.

TR will send an amended version to the committee before sending it out, hopefully before the end of January.

The committee will discuss the results at the next meeting in March.

8. IT

- PPG address and Mailbox to be set up
- No special email address for committee use would be set up yet.
- Social media.
 - We are still looking for someone to monitor social media.
- It was noted that no one had seen PPG messages on the surgery screen recently.

AGREED to ask JW about this.

9. Defibrillator.

AM joined the committee. He had previously submitted a report outlining the history of the defibrillator which we maintain outside TESCO in lower Ashted. The main points are:

- Total cost was £3195, including current maintenance and battery replacement.
- Inspections must take place monthly and a report sent to WEBNOS. This is carried out by AM.
- The expiry date of the current "Rescue Ready" support package expires on 1 February 2027.

- At current prices, the continuation of another four-year package will be £784.00.
- That four-year package would expire on 1 February 2031.
- After that, the defibrillator would need replacement.

AGREED that the committee would retain sufficient funds to cover the next four-year support package of at least £784.

AGREED that, after that period, other organisations would be approached to help with the cost of a new defibrillator.

The committee thanked AM for his report. AM left the meeting.

10. Future of PPG. JS reported that the last few months had been very difficult due to the technical difficulties being encountered, and the lack of new committee members with appropriate skills, such as social media.

VM was asked about the Terms of Reference for the PPG, and she would send these round to the committee. **ACTION VM.**

If the survey and newsletter had been successfully sent out to the membership, the committee would consider the future at the next meeting in March.

11. AOB.

RC reported he would start work on the surgery garden again in March.

AGREED he could ask for reimbursement for any small expenses if needed.

12. Date of next meeting 23rd March, 2026 at 1.30PM on Zoom.