

## Minutes of Meeting 24<sup>th</sup> April 2024

Those attending: Sandy Ross-Brown Max Nicholson Charles Hawkshaw-Burn Sue Heightman  
Rosie Charlton Lynn Siveyer

Apologies: Mike Garrett Paul Haskell Tony Currie Amar Bhogal Richard Flatau Lucy Schliebach  
Jessica Hallsworth Mary Andrelos Anna Gray Vanessa Evans Lorna Morton-Holland Jake Baldwin  
Leo Andrelos Anna Larking Ketan Amin Colin Campbell Diane Parkinson Jane & Kevin King Gill  
Fellows

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Action

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| 1. This was the meeting was held in addition to the Events Team meeting that had been held earlier in the day so this was a smaller team meeting than usual – minutes of the earlier meeting will be circulated separately.  |             |
| 2. Minutes of the last meeting were agreed by all.   |             |
| 3. An update of the Event Team meeting was shared. Lots of positive ideas and events plans going forward and the focus today being on the May Fayre – 18 <sup>th</sup> May.  |             |
| 4. Charles has kindly offered to run the team rota for the event and has the list of volunteers who have already offered and will message the team to ask for cover through the four hours of the Fayre. Rosie has offered to be on site for set up and we will ask Paul too. We have the gazebo at the practice and Rosie will supply tables and a couple of chairs, balloons and table covers to dress the stall. We discussed signage and posters. Sandy has a couple of chairs too.  | CH-B<br>RC  |
| 5. Charles has a list of items needed to gather – competition toy gifts, etc. and will liaise with the team re drop of and collection / transporting them to the Fayre site. Max has a box of bats/balls/toys that can be used as entertainment – will drop to the practice, likely 17 <sup>th</sup> May.  | MN          |
| 6. The PPG leaflet was shared and Gill and the team think that is fine to continue to use. We will print copies to have on the stall. Plus we will have a supply of registration forms.  | LS          |
| 7. Sue is to create a mission statement for the PPG team and will share.   |             |
| 8. We viewed the leaflets that had been delivered by Action for Carers and viewed the draft of the PPG Newsletter that is nearing it's finalisation. Mike has created a very informative four page newsletter and there are checks on the information and spellchecks to be done.  | MG          |
| 9. Sue explained the Caring for Carers pack that will be put together in readiness for handing out at the Fayre – any left over can be available for patients to pick up at the practice. There is a drafted letter that the PPG would like to enclose with the pack and this is to be agreed and printed. Likely that Mike and Gill will meet at the practice – perhaps prior to the next brief PPG meeting on the evening of 8 <sup>th</sup> May – to put the packs together. We may use A4 envelopes or if the practice has a supply of paper files we can use those. | SH MG<br>KK |
| 10. We spoke of educational events. The planned Diabetes event will be mid June and we are to confirm a final date with the speaker this week. Then start plans for advertising the event, sending invites.  | LS          |
| 11. Earlier the team had discussed options for other educational events. We may focus on a Musculoskeletal event – likely November. We feel this is a specialism that will be of interest to many patients / family members.   | LS          |

12. Max asked if there was further news re the previously discussed suicide prevention event – Sandy advised she had tried a few times to liaise with her Esher College contact. This is still very much on our radar to action.
13. PPG members will arrange to visit PAH to gain some insight into the way their coffee mornings are planned so we can use this when we are ready to set up our own.
14. PPG offered people on the ground support for when the practice may need extra cover. The practice will take up this offer in the coming weeks when there are training sessions planned – front desk cover would be helpful.
15. LS gave brief update on the practice in respect of the growth of the practice, new patient registrations, new staff, how the practice preps for a CQC inspection, how COVID vaccinations are now available for eligible patients (Charles mentioned that he had his at a local pharmacy today), how housebound patients will receive a visit from a local pharmacist, that the proposed new telephone system is now planned for installation by end July, prescription charge update.
16. PPG team are planning a social event for end November and welcomes EGS team members.
17. Next meeting is just prior to the May Fayre – Wednesday 8<sup>th</sup> May – meet at the practice 6.15 p.m.

SR-B

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Thanks to Sandy for hosting the meeting and thanks to all our PPG members