

St Stephen's House Surgery
Patients' Participation Group Committee Meeting
Monday 11 May 2026 at 1.30 p.m. on Zoom

MINUTES

Present: Jess Sohal (JS) Chair; Tim Robertson (TR), Beverley Porter (BP), Linda Tate (LT), Jane White (JW), Val Moss (VM), minutes.

1. Apologies for absence: Richard Coveney (RC), Barbara Wells (BW), Sam Wylie (SW).

2. Minutes of last meeting on 23 March 2026 were approved.

3. Matters arising. None.

4. Surgery matters. JW reported that Covid and RSV vaccine invitations had been sent out to patients who were eligible. 180 Covid vaccines had been allocated to the surgery of which 100 were used for patients in care homes and housebound. More vaccines have been requested. Shingles vaccines are also available.

There had been problems with the IT system which kept failing. This is across the country and out of the surgery's control.

The surgery admin staff were now expected to forward all referral letters instead of them being sent to a centre for this. New admin staff were being recruited.

Two new clinical pharmacists, Urvi and Kiran had started working at the surgery.

There was a question as to whether the payment of £81.50 had been made to the APMH for the AGM. JW would check this. **Action JW.**

JW reported that Dr Bush and Dr Al-Bahrani would be attending the AGM.

5. Treasurer's Report. BP reported there is £1,171 in the PPG bank accounts.

He reported that he could see no need for two accounts and proposed to close one of them. It was thought one of them had been opened for the funding of a couch for the surgery but was no longer useful.

The only income at the moment is from the sales of books. The money in the account is for the defibrillator. **Agreed** no more money needed to be raised unless and until the surgery had a specific need.

The auditor of the PPG accounts – Bob Bushell – was due to sign off the accounts today. BP would ask him if he would be attending the AGM.

Action Bev.

6. Newsletter. Ideas for a June newsletter to patients included a report on the AGM and a summary of the survey results. Also, a request for new volunteers to join the PPG committee. JW would ask if anyone from the surgery could contribute. **Action JW.**

7. Survey. The survey had been completed by a small number of patients – 64 people. Of these, the majority were satisfied by most aspects of the surgery. It was felt that there is a general level of satisfaction with SSHS and this possibly accounted for the few numbers keen to complete a survey and/or join the PPG committee.

8. IT. Someone is still needed to help with social media.

There is currently no email address for patients to contact the PPG. JS was in the process of compiling a slide for the surgery and she would add an address to that slide. JS would ask JW for the format for slides e.g. jpeg or pdf. **Action JS.**

9. AGM – arrangements. Attendees would include JS, VM, TR, LT, BW and two doctors – Dr Bush and Dr Al-Bahrani. JW was unable to attend this year but two members of the admin staff would come – Fiona and Helen.

VM to check with Ginnie at APMH as to which room we will be in – main hall or Ralli Room. The cost will remain the same at £81.50. **Action VM.**

JS will compile an agenda and TR will be asked to circulate it.

Refreshments. This will be limited to water. JS will buy water bottles and invoice the PPG.

10. Future of PPG Committee. New members will be needed in the near future in order for the committee to continue. In the meantime, the current members will keep it ticking over. JW would look into whether we might connect with or amalgamate with the other Ashtead surgery PPG. **Action JS.**

11. AOB. Set up for the AGM – VM will liaise with Cliff Kemp the caretaker.
Action VM.

12. Date of next meeting. To be decided after the AGM.

The meeting closed at 2.45 p.m.