

FRIENDS OF CAPELFIELDS SURGERY
MINUTES OF COMMITTEE MEETING WEDNESDAY 03.12.25
6.15 pm Capelfield Surgery Elm Road

1. **Present:** Veronica Bamford, Michael Collon, Hannah Davidson, Varsha Mandalia, Drew Shapter, Christine Steeds, Linda Wells

2. **Minutes** of the last meeting on 03.09.25 were approved by the trustees and signed by the chair. The CVA will be approached regarding some planting at the front of the surgery building ACTION LW

3. **Treasurer's Report** MC had previously circulated the accounts, the balance is £6003.53. This includes a donation of £4000 from the Anthony Cowdy Trust which has given us a donation in the past, due to Mr Cowdy wishing to acknowledge his thanks to the practice. The Friends are applying for a donation from Claygate Flower Show; in the light of the healthy balance the trustees agreed to provide the money to equip the new consulting room, Gayle Gollogly has provided a costed list. It was decided to apply to the FS for two items from the list. The FS application has to be in before December 16th. ACTION LW

4. **The Practice Report** Building work is going well, builders in at weekends to speed the process, a funding requirement is completion by the end of the financial year in March. The new consulting room will bring the total to 9. There are no staff changes to report; an advertisement has been places for a combined reception/administrative role.

MC said the Elmbridge Borough Council plans for Torrington Lodge car park still include the possibility of a surgery. He wondered whether Capelfield still had any interest in this, given that they were enlarging the existing surgery. HD said that the current building was owned by the partners and a move to another building was therefore possible, so they might still be interested in this possibility.

5. **Fundraising** VB has booked the Quiz Night in the Village Hall for 7.30 on Friday April 24th; the Hall is available from 6 pm for setting up tables and chairs we estimate 80/100 ACTION ALL

Tickets will be £20 and mostly sold online it was decided to investigate using eg Eventbrite and/or FoCS website ACTION VB and DS

It was also decided to investigate providing interval food such as Cottage Pie cooked by FOCS members to maximise the takings and advertise bring your own bottle on the ticket. Decisions will also be made on disposable cutlery/plates and provision of glasses. ACTION VB and CS

We can apply for a licence to sell drinks - soft and wine by glass/bottle in the Foyer rather than applying for a main Hall licence. VB and LW

Tony (via Sarah Ibbett) will be Quiz Master providing questions, answer sheets etc. The committee will give him a thank you present of wine.
ACTION TONY and committee

6. **PPG meeting** - due to current building works it was decided to cancel the January PPG meeting. The date set for the next one is June 10th 2026 at 6.30 at the surgery. FoCS members will be informed by email ACTION LW
The Practice Report and Q&A at the AGM will provide the next PPG forum

7. **AGM Friday March 6th** 7.30 pm at Village Hall hall available from 6pm.
For setting up cabaret style with tables and chairs ACTION ALL
and bar providing wine and soft drinks and nibbles ACTION VB, CS, LW
The business part of the meeting includes agreeing the minutes of the 2025 AGM and accepting the accounts as well as voting in the committee. When the AGM is publicised we will ask for more trustees to join us, all trustees need to actively recruit candidates ACTION ALL
There will be a Practice report with Q&A, and speaker from CHEER explaining the work of this charity and answering questions. The committee agreed to give a £100 donation to the work of CHEER.

8. **Website** VB has been excellent in finding James Lewis to set up our website; he has been paid £130 to run this for a year and we have 4 pages to use at present which VB will be filling. We will be able to publicise our events post minutes of meetings etc. ACTION VB and DS

9. **A.O.B.** HD talked to the chair of the Glenlyn PPG; she suggested we could helpfully learn from the experience of other PPG's - on a date when surgeries were closed for an inter-surgery meeting ACTION HD
The Glenlyn PPG has carried out a survey to gather info about patient experiences, patients coming for flu jabs were approached so the reach was not just those already acquainted with PPG. Their PPG have also produced a comprehensive explanation sheet about the PPG role. At our next meeting we will discuss promoting and publicising our PPG role ACTION LW to circulate ideas re survey and proposed PPG info sheet
We should make links too with the PC Health and Wellbeing Group. ACTION MC

10. **Dates Of Next Meetings 2026**

Committee Meeting Wednesday January 28th 6.15 pm at the surgery

AGM Friday March 6th 7.30 pm at the Village Hall

Quiz Night Friday April 24th 7.30 at the Village Hall

PPG. Wednesday June 10th 6.30 at the surgery

