

**BRADFORD ON AVON AND MELKSHAM
PATIENTS' PARTICIPATION GROUP**

MINUTES OF ANNUAL GENERAL MEETING

**THE HEALTH CENTRE, BRADFORD ON AVON
TUESDAY 17 SEPTEMBER 2019 at 7.00 P.M.**

1. The Chairman's Welcome and Introductions

The PPG Interim Chairman, Alan Fox, welcomed everyone to the 2019 annual general meeting of the Bradford on Avon and Melksham Patients' Participation Group. Alan then introduced the speaker, Jhangir Iqbal of Diabetes UK, for tonight's health topic talk on Diabetes

2. Talk - Diabetes

Information, Care and Support by Jhangir Iqbal of Diabetes UK

Jhangir Iqbal started by giving the history of Diabetes which has been present in humans since ancient times. He then described the different types and classifications of diabetes, the causes of type 1 and type 2, the prevalence in various age groups of the long term chronic condition and the impact of nine effects of diabetes. The signs and symptoms of the condition were listed as were the risk factors such as weight, high blood pressure, age, family history. Complications of diabetes such as kidney failure; limb problems leading to amputations; vascular problems of eyes, brain and heart also mentioned.

It is considered there are large numbers undiagnosed in UK, which has cost implications for the health service so review screening is being recommended to help prevent the later complications. Our Practice is praised for doing reviews. Preventative methods and treatment for different types of diabetes were also described. Future trends include: better diagnosis technology; advanced equipment; stem cell research.

He then described the history of the founding of the Diabetes UK charity. Information is provided on the charity website, materials can be downloaded. There is a telephone help line and there are local support groups; awareness campaigns are held regularly; education programmes such as DAFNE, are held over 6 weeks. Diabetes UK is committed to helping people to prevent diabetes, having early diagnosis, and supporting patients with the condition.

There was a question and answer session at the end of the talk with more information given. Alan Fox then thanked Iqbal for a most interesting and informative talk, the patients then gave him warm thanks. Leaflets were also circulated which gave the patients further information.

3. Practice News and Updates

Debbie Hyatt, Patients Services Manager, gave thanks for all the help and support given to the Practice by the PPG Committee, Group and Volunteers. She then gave an update from the Practice on various items:

- **Practice Boundary:** The changes to the boundary have now been approved, information is on the website and on practice leaflets. The Practice service provision was discussed including home visits and new registrations.
- **Dental Practice:** The dental practice will move out of the building in the next few weeks. Renovation of the area will add extra consulting rooms and other facilities to the Health Centre.
- **Primary Care Network:** The Practice is working alongside other practices within the new Melksham and Bradford on Avon Primary Care Network to provide shared services to patients. A social prescriber will be appointed, to help patients with long term conditions, along with another pharmacist. The network is going well so far.
- **Digital Project:** More online services are being installed in the near future. e.g. appointments, results. Discussion held about the methods of using the different software, NHS Apps, Dr Link, MJOG etc.
The Dr Link software is being piloted at the Practice, patients were asked to volunteer to try out the system, contact Debbie about this. Digital online services will help with access for patients. There is a greater expectation from patients now for more online health services.
- **Flu Sessions:** Description given of this year's flu sessions, different types of vaccines, special fun day session to attract children. Mike Nolan, PPG Committee coordinator of volunteers, gave update about the volunteer rota for the flu sessions. He thanked the patients who had already volunteered this year and requested 2 more patients to complete the rota.

4. PPG Business

4.1 Minutes of Last PPG AGM 18 September 2018

Mike Darlow, proposed, Anne Riley seconded, all present accepted the minutes of the 2018 AGM.

There were no matters arising from the 2018 AGM or from last PPG general meeting of 11th June 2019.

4.2 The Chairman's Report

Alan Fox read out the Chairman's annual report about the activities of the BoA & M PPG during the past year. Alan gave thanks to all of the PPG Committee, especially Denise Ramsay, Hon. Secretary and Jen Andrews, Hon. Treasurer for all their hard work during the year. He also thanked all the patients involved in the Group. He gave additional thanks to Mike Nolan, Committee Member, for co-ordinating the volunteers who help at the annual flu clinic sessions and to the volunteers. He then thanked the doctors, nurses, other clinicians and staff at the Practice, especially Dr. Wyatt, Ellen Wilson and Debbie Hyatt for all the great help and support given to the Patients' Group throughout the last year.

4.3 The Treasurer's Report

Copies of the treasurer's report for the BoA&M PPG were circulated. Denise Ramsay, Hon. Secretary, on behalf of Jennifer Andrews the Hon Treasurer, then read out the statement of the accounts which showed the income and expenditure for the year from 19 September 2018 to 18 September 2019.

Income: Raffle - £222; Donation - £200; Interest on the account - £3.59; Expenditure: £40 subscription to NAPP. The balance in the Coventry Building Society account is £580.59 and petty cash is £16.10.

The BoA&M PPG total funds at 18 September 2019 are £596.69.

Proposed - Pam Ditte, Seconded - Mike Darlow, all present accepted the annual accounts of the PPG.

A fund-raising raffle will be held this year during the flu clinics and the prize giving will be held at the December PPG general meeting. All are encouraged to donate prizes which can be left at the Health Centre reception desk. Local businesses will also be approached for donations of prizes.

4.4 PPG Constitution - Amendments Adoption

The BoA&M PPG Constitution was reviewed by the PPG Committee during the year, amended and circulated to the Patients' Group for consultation. The amended PPG Constitution was accepted by all.

Proposed - Pam England, Seconded - Mike Darlow, all present accepted the amended constitution and the BoA&M PPG Constitution Issue No. 2 was adopted today, 17 September 2019.

4.5 Future PPG General Meetings

Alan then gave information about next year's PPG general meetings. The PPG general meetings are held quarterly on Tuesdays in the months of March, June, September including the AGM, and December including the Christmas social event. All meetings are held at 7.00pm in the Health Centre, Bradford on Avon. The topics for the health talks are taken from the list of patients' requests.

The actual dates and details of the PPG General Meetings are as follows:

3rd December 2019, Topic- Vaccinations, plus Christmas social event
10th March 2020, Topic - Asthma
9th June 2020, Topic - Diet & Exercise for Health
15 September 2020, Topic - Telemedicine
1st December 2020, including Christmas social event

The next PPG General Meeting will be held on Tuesday 3rd December 2019, 7.00pm at the Bradford on Avon Health Centre. This meeting will be followed by the Christmas social event including the raffle prizegiving.

4.6 Election of BoA&M PPG Management Committee

Denise Ramsay read out the nominations list for the PPG Committee as follows:

Chairman (acting) - Alan Fox;
Hon. Secretary - Denise Ramsay;
Hon. Treasurer - Jennifer Andrews;

Committee Members:

Bernie Hobbs, Mike Nolan, Pam England, Sue Denmark, Chris Steel, Ethel Johnson, Sara Hibbard, Judith Shaw.

Proposed - Mike Darlow, Seconded - Pam Ditte, all present accepted the persons listed above as elected onto the management committee of the Bradford on Avon and Melksham Patients' Participation Group.

Meeting Closed 8.35 pm

Next PPG General Meeting: Tues 3rd Dec 2019, 7.00pm, Health Centre, Bradford on Avon