

**Oldwood & Battle Surgeries Patient Participation Group**

**ANNUAL GENERAL MEETING**

**MINUTES**

Date: Tuesday 12<sup>th</sup> February 2019 at Robertbridge Village Hall

Attendees: Geoff Thomas (Chair), Steve MacDonald (new Chair), Alison Sarson, Martine Blaser-Smith, Elodie Lanworn, Tanja Conway-Grim, David Daniels, John Schultz, Keith McPherson, Sue Peters and approx. 40-50 patients including representatives from Helping Hands and the Darvell Community

Surgery: Dr Rob McNeilly & Libby Looseley, Practice Manager (no vote)

Apologies: Annie Rodgers

**1. Chairman's welcome**

Geoff welcomed the group and introduced South East Coast Community First Responders.

**2. Defibrillator demonstration**

The team from South East Coast Community First Responders provided an overview of their service. They are all volunteers in their community who are trained to respond to emergency calls in conjunction with SECAMB (the ambulance service in our area). As they respond in the local areas where they live and work they are able to attend the scene of an emergency within a few minutes, and often before the emergency service arrives. They are able to offer life-saving first aid further increasing the patient's chances of survival.

The team demonstrated how to use the community defibrillators. Step 1: call 999. Step 2: get the defibrillator (or shout to someone else to get it so you can stay with the patient). The ambulance service will stay on the telephone and advise you what to do.

The team encourages everyone to use the defibrillator, without training, as it provides step by step instructions. It shows you where to place the pads (razor provided to remove chest hair if needed); the machine will test for a pulse; advise if/when a shock is necessary; and will tell you to do CPR. If you are happy giving mouth to mouth (i.e. family member) then the machine will advise when; if not, this is not necessary. You cannot do any harm to the patient so it is better to try and improve the patient's chance of survival, than do nothing.

The team shared the locations of the defibrillators in Robertsbridge and Battle. Steve is currently collating a map which will be shared on the PPG and village noticeboards, the surgery website and via social media. The machines are checked approx. 3 monthly by the team but they encourage any walkers by to check and report any faults via their telephone number.

### **3. Chairman's annual report**

Geoff provided an overview of the PPG to date. It was established in 2010 and its first constitution was agreed in 2011. It has acted as the patient voice to the surgery and has achieved funds for the defibrillator outside the vets in Robertsbridge and provided basic life support training and a dementia care talk with the Alzheimer's Association which was well attended.

By 2016 the membership diminished and meetings ceased. In 2018 the new practice manager, Libby, contacted members and the group reconvened on 13<sup>th</sup> August with new members that responded to an advert on the website and surgery notice board.

Since then the group has met on a monthly basis and has prepared an action plan.

The PPG hold a budget of £1,000 which was allocated to them from Health Improvement Grant given to the surgery by East Sussex County Council for healthcare initiatives. Spend so far includes £22.50 for the rent of Robertsbridge Village Hall for tonight's AGM; and a promise of £30 towards the travel costs for Dr Mucci's talk (see section 5). For simplicity due to financial regulations in setting up its own bank account, the surgery will manage the £1,000 budget with oversight from the PPG's Financial Officer.

Geoff shared his decision to step down as Chair. Dr Rob McNeilly thanked Geoff for his commitment throughout his 8 years as Chair and presented him with a small token of appreciation from the doctors and staff at the surgery. He has chaired meetings, challenged thought and helped secure the funding and plans for the new Health Centre in Robertbridge. Sue Peters thanked Geoff for the fun they have had over the years and Libby passed on the thanks sent via email from Annie Rodgers.

### **4. Election of Officers: Chair, Vice Chair, Financial Officer & Secretary**

Geoff lead the election of the new Chair:

- Chair – nomination for Steve MacDonald – all agreed

Steve thanked Geoff for acting as Chair and for his hard work and commitment to the PPG. Geoff invited Steve to continue with the elections:

- Vice Chair – nomination for Martine Blaser-Smith – all agreed
- Financial Officer – nomination for Keith McPherson – all agreed (to oversee the finances which for simplicity with are being held by the surgery).
- Secretary – nomination for Tanya Conway-Grim – all agreed

#### **Introduction from the new Chair**

Steve provided an overview of the role of the PPG:

- To give patients and practice staff the opportunity to discuss topics of mutual interest in their practice.

- To provide the means for patients to make positive suggestions about the practice and their own healthcare.
- To encourage health education activities within the practice.
- To develop self-help projects to meet the needs of fellow patients.
- To act as a representative group that can be called upon to influence the local provision of Health and Social Care.

He encouraged attendees to join and come along to meetings; or sign up for the virtual PPG via email (sign-up sheets available at the end).

Steve shared the current action plan; action 1 being to grow the PPG so it is representative of the patient group. He is attending local town and parish council meetings with other PPG members in February and March to share the role of the PPG and seek their engagement and possibly funding for healthcare initiatives.

## **5. Questions & ideas**

Steve invited questions and asked attendees for their ideas for the year ahead – either verbally or via paper at the end.

Helping Hands gave their support for social prescribing and asked for closer links with the work they and others do in the community. They talked about social isolation in our rural area and loneliness; and linking up with clubs and societies. Sue Peters talked about the Zumba Gold club she attends in Battle and Helping Hands said there was a 16 week class they provided the transport for in Battle to help a patient with their strength and mobility. Steve said these are the types of initiatives the PPG could support either in terms of time organising; or part funding. Steve invited Helping Hands to join the PPG which all parties felt would be very beneficial.

Dr Rob McNeilly gave an overview of Community Connectors who provide social prescribing in our area and run clinics at Battle Health Centre on alternate Mondays. Libby offered to meet with Helping Hands to introduce Community Connectors and arrange for Helping Hands to attend a surgery meeting to share their work with doctors and staff.

Dr Rob McNeilly talked about the new health centre for Robertsbridge which will be a Health Hub providing community health and social care services as well as the GP surgery. He encouraged the PPG and attendees to get involved to ensure the services provided are those that patients most need and want. As soon as the plans are finalised, Rob and Libby will attend the PPG to seek their involvement.

## **6. Close**

Steve thanked everyone for attending and encouraged attendees to sign up and attend future meetings (dates attached).

## **Date of Future Meetings**

3<sup>rd</sup> Monday each month:

- Monday 18<sup>th</sup> March – Battle Health Centre 7pm
- Monday 15<sup>th</sup> April – Oldwood Surgery 7pm
- Monday 20<sup>th</sup> May – Battle Health Centre 7pm
- Monday 17<sup>th</sup> June – Oldwood Surgery 7pm
- Monday 15<sup>th</sup> July – Battle Health Centre 7pm
- Monday 19<sup>th</sup> August – Oldwood Surgery 7pm
- Monday 16<sup>th</sup> September – Battle Health Centre 7pm
- Monday 21<sup>st</sup> October – Oldwood Surgery 7pm
- Monday 18<sup>th</sup> November – Battle Health Centre 7pm
- Monday 16<sup>th</sup> December – Oldwood Surgery 7pm