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**Minutes of the meeting held 12/5/23**

1. **Present:**

Jo Molyneaux, Jane Ingleby, Phil Rogerson, Julia Wokes

1. **Apologies:**

Nigel Davill, Emma Ball, Jenny Hudleston

1. **Minutes of previous meeting** – passed
2. **Matter arising**:

* Nigel has kindly agreed to set up the quarterly Newsletter format. He is on holiday or working away for a number of weeks, so our vision of getting a Newsletter out by end of May will need to be postponed. In the meantime, Nigel has asked us for content on topical subjects to be emailed to him so he can take a look at the possible layout of the Newsletter, where it would be displayed, how and to whom it would be distributed by email and putting it on the website.
* We discussed keeping it simple but interesting with colourful pics and helpful ideas:
* Hayfever,
* Heat related topics, sun protection, dehydration, heat rash, bites
* Self -management of these and other minor ailments with the help of pharmacy, keeping patients away from the Surgery
* The NHS App
* The Surgery stats

1. **Actions to be taken:**

* Jane agreed to set up a notice board for the waiting room;
* Phil has agreed to look up and write an article about Andy’s Club;
* Jo will send stats to Julia on missed appointments, number of pharmacy requests by email, numbers on monthly phone calls etc, and ask Richard for a written statement on wellbeing.
* Julia will collate all info and send relevant Surgery info, articles/pics for Hayfever and sunscreening, heat etc to Nigel, plus possibly set up a meeting with him once he’s in a position to start work on the Newsletter.

1. **AOB -** we discussed social subscribing and, is it something we think would be interesting to pursue at a later date. Other topics for subsequent Newsletters include:

Flu jabs, Events, Social Media, Patient Survey

We all agreed that we need more people in the PPG and to encourage those who are already members to attend regularly, so our aims will become more manageable.

1. **DONM** – 16/8/23