

Friends of Park Surgery

Minutes of Meeting

14th June 2011

Present: Chair, Paula Salerno, Dr Simon Dean and other Committee Members.

Apologies received from 2 Committee Members

1. Membership

- There are now 749 members.
- Norman reported that 559 households had received a newsletter.
- Of the subscribers, 1% donated £50 or more, 6% donated £20-49, 66% donated £5-19 and 27% donated less than £5.
- S. suggested that we add a box to be ticked for Gift Aid so that donations as opposed to subscriptions could be gift-aided in future.

2. It was confirmed that IM prints the labels for the envelopes for the newsletters that are to be sent out.

3. The meeting were informed about the new Patient Reference Group leaflets that are being circulated. S was keen that all the doctors promoted this very actively. S is also happy to attend a future firm meeting to build links between FOPS and the partners.

It was agreed that the initial survey should be to ask members of the existing email FOPS group what they feel the main survey should be about. This is likely to be based on the GPAQ surveys which had been carried out in previous years and which provided an excellent analysis of the patients view of the practice.

4. The public meeting provisionally booked for 13th July will now become the date of the next committee meeting.

5. Simon is to ask for volunteers from the doctors to prepare presentations at a public event to cover the various screening programmes – for example cervical, bowel and breast.

- The involvement of the doctors is very important and a strong clinical element is also very attractive to patients.
- On the same evening we would include a doctor's question and answer session.

- The date may be in November – we could set a date in September. In any event we need to advertise this before the next newsletter which is due on 1st November.
 - The venue for the next event is important. The Normandy Centre in Denne Road is adequate but the sound system needs to be checked. There seems to be a hearing loop there but it is not actually clear if this was switched on the last time that we used the premises.
6. S asked if SR, who is the chair of Orchard Surgery's patient group, would be interested in attending one of the meetings in future.
 7. S also knows someone who could possibly help PL with PR.
 8. It was also suggested that the committee could liaise with more members to provide research and support for some of the activities that the committee would like to promote.
 9. The forms required by Lloyds Bank to enable PK to become the treasurer had been returned to PK for additional information. Paula still waits to receive these and has to take them personally to the bank again.

Meeting ended.

Date of next meeting: 13th July.