

**Minutes of the St Stephens' House PPG meeting at the Surgery
1.00 pm Tuesday 4th February 2020**

Present	Eileen Pullinger, Martin Riddle (MR), Chris Ranger (CR), Beverley Porter (BP) Margaret Gray (MG), Ian Oxley-Crawford (IO), Jane White (JW), Anna Woodhatch (AW), Barbara Wells (BW) Minutes	
Apologies	Patricia Wiltshire (PW), Simon Wass (SW).	
Introduction	EP welcomed Beverley Porter (BP) to his first meeting of the Group and explained that he would assume the position of Treasurer. She expressed the Group's thanks to MG, who would remain a member of the Committee and would continue to collect the funds from the sale of books and DVDs in the waiting room.	ACTION
Minutes	Minutes of meeting held on 14 th November 2019 accepted as correct.	
Matters arising	There were no matters arising.	
Surgery Matters	<ul style="list-style-type: none"> • AW explained that, following Dr Carroll's resignation, the surgery had advertised the position locally and had had been pleasantly surprised to receive a number of good quality applications. Interviews had been held and Dr Chan Sivanesan, (a salaried GP based in Bayswater) had been the successful candidate. Dr Sivanesan will be joining the practice as a partner on 2nd March. • EP enquired whether the proposal in the Ashted Neighbourhood Development Plan to build up to 1100 houses on land adjacent to both sides of Barnet Wood Lane would have an adverse impact on the workload of the practice. There was no provision in the plan for an additional GP practice. It was explained that the surgery had taken on a number of extra patients in the summer when Gilbert House had been forced to close their patient list. (They have since re-opened it). AW advised that, while it might be possible to take on a few additional patients, the Surgery would not be in a position to take on the numbers envisaged in the plan. There were no plans to expand the service provision at St Stephen's House due to the size restrictions of the building. It was assumed that those residing on the Leatherhead side of the M25 would register at surgeries in Leatherhead. 	
Patient Survey	<ul style="list-style-type: none"> • CR reported that there had been around 90 on-line responses so far to the survey, which was very encouraging. The results had been largely positive. SW had designed a very eye-catching banner promoting the survey. This was deliberately not dated so that it could be re-used for future surveys, which would be held annually from now on and in future may show indication of diversity. Results to go in Newsletter. 	CR
Spring Newsletter	<ul style="list-style-type: none"> • CR explained that he was planning to issue a Spring Newsletter and asked the Group to send in any useful information for inclusion in it. Will contain results of patient survey in summarised form. In future may show indication of diversity. Requested ideas for other items, also any info about new initiatives welcome e.g. availability of Personal Wheelchair Budget. Will also include information about new GP which will help patients who would prefer to see a male GP. 	All

		ACTION
Hospitals Consultation	The Group briefly considered the proposals to reconfigure hospital services in the area. It concluded that (the favoured) Option 4 – the proposal to build a new acute care centre on the old hospital site adjacent to the Royal Marsden at Sutton and the downgrading of existing services at Epsom and St Helier - was unacceptable. In particular, the Group were concerned at the loss of A&E services and the difficulty of getting to the new site quickly, during rush hour traffic, in the event of an emergency. However, the Group decided against sending a composite response to the Consultation and agreed that members would send in their own private responses.	
Treasurers Report	BP would be meeting with MG to hand over the accounts. MG reported that she had collected £86.95 from the sale of Books/DVDs since the beginning of the financial year. The Quiz held at the AGM had produced a profit of £342.20. The balance showed on the bank account was £1098.04 but a further cheque of £76 had still to be presented which left an overall balance of £1022.04. A £5 balance had been left in the funding account to keep it open.	BP MG
Bank Account	An attempt by MR to transfer the bank accounts to Santander had not been successful and it had emerged that other banks were extremely reluctant to take on small committee accounts as they were not profitable. BP proposed staying with NatWest and setting up an on-line facility asap. He would pursue this. A further attempt would be made to appoint 3 or 4 new signatories (the previous attempt to appoint EP had not gone at all well). Former signatories (David Hawksworth and Eric Skyte) would need to be formally removed.	BP
PPG Chairs Forum Update	The last meeting was held on 28 th November 2019. Only 6 surgeries were represented with 21 apologies received. Discussed if it is worth continuing to attend these networking meetings. Agreed to continue for now as there are some useful bits of information coming through. Lack of diversity had been raised by Cobham Health Centre.	
AOB	Fundraising - JW to advise the Group of practice decision regarding a urine testing machine and/or 24 ECG machine.	JW
Next meetings	18 th May (subsequently cancelled due to Coronavirus restrictions). 14 th September. Venue TBA AGM 18 th November. Ralli room at APMH (to be booked) NB: AGM date is now changed to 4th November due to unavailability of venue.	CR
	Signed:	Date: