**Minutes of a Patient Participation Group (PPG) Meeting held at 4.30pm on Wednesday 05th December 2024. Platt House Surgery, The Library, Platt Bridge Health Centre, Rivington Avenue, Platt Bridge, Wigan. WN25NG.**

**1. Present**

Katie Heyes Practice Manager,

**PPG Members Present,** Sandra Atherton, Eddie Atherton, Dee Rourke, Barry Barnett, and Alan Nixon

**2. Apologies for absence.**

Margaret Evans

**3. Welcome and Introductions**

Katie opened the meeting by welcoming everyone present and thanking them for their support, the group welcomed Barry to his first meeting of the PPG.

Each member introduced themselves to the Group at this point Katie handed the meeting over to Eddie.

Eddie informed the meeting that he had spoken to Katie prior to the meeting and informed her he was willing to take the role of Secretary of the Group.

Eddie asked the meeting were they happy for him to take on this role, there being no objection’s Eddie to take on the role of Secretary.

**4. Ground Rules**

Eddie outlined the following:

**The PPG meetings are not a forum for individual complaints and Personal issues by PPG members and Patients of Platt House Surgery any such complaints/Issues should be raised with the Practice Manager.**

**No member of the PPG should expect any preferential treatment over any other patient.**

**5. Election of Patient Chair, Secretary and Treasurer**

**Patient Chair**

No names put forward by the group, Eddie to cover this role till a Patient Chair is appointed later.

**Secretary**

Eddie Atherton

**Treasurer**

Eddie advised the meeting that he felt at this point there was no requirement to elect a Treasurer because the group was in its initial stages and there were no money issues to be considered, the appointment of a Treasurer to be deferred

**6. PPG Meetings**

Following a discussion by the Group the following was decided.

* Meetings to be held every three months (four meeting per year)
* Meetings to be held on the first Wednesday (March, June, September, and December)
* Meeting Start time 4.30 pm
* Meeting Duration 1 hour (If the agenda at a particular meeting is high then the Secretary to inform the members that the meeting might be extended)
* Meeting to take place at Platt Bridge Health Centre, Rivington Avenue. Platt Bridge.

**7. Reports on Events and Projects**

**Macmillan Charity**

Katie informed the meeting that Surgery staff had organised a coffee morning to raise money for the Macmillan Charity, she thanked Sandra (PPG) for the help she gave on the day

The event raised £291.00 which was higher than last year total.

**Toy Appeal**

Katie informed the meeting that surgery staff and the PPG had started an appeal for new toys for Christmas which will be donated to the Salvation army, Katie thanked Sandra for the number of toys she had already collected.

Katie informed the meeting she was having difficulty in contacting the Salvation Army

**Action: Sandra to find a contact name and details**

The group suggested a photo call should take place when the presentation of the toys is made.

**Future Event**

Katie informed the meeting that it is planned in the new year to raise money for Wigan and Leigh Hospice this would take place at Easter 2025 (This Item to be place on the March agenda)

**Social Media**

It was suggested that to highlight the work that both the practice and the PPG are carrying out that the PPG have its own web page which would be a link from the practice site.

Dee was willing to design and set up this web page and would consult with Katie.

**Transgender Support Group**

A general and open discussion took place within the group regarding the formation of a Transgender Group within the practice.

Dee to keep the group informed of any progress made at the next meeting.

**Defibrillator**

At the last meeting the PPG discussed the possibility of placing a defibrillator on the shopping precinct in Platt Bridge

Alan advised the meeting that he had been unable to get much information regarding where we could source the equipment.

Alan went onto inform the meeting that defibrillators were available in the Golborne area.

**Action:** Eddie to make some enquiries relating to the funding etc.

**8, Practice suggestions**

Eddie informed the meeting that he had received comments from patients concerning the arrangements on the day of the covid and flu injections.

Eddie continued by saying that a patient had booked in at reception and then waited to be called to the nurse which did not happen, unfortunately she was waiting for thirty minutes before she was made aware what was happening.

Eddie suggested that members of the PPG could act has stewards on the day which he felt might help the day run smoothly.

Katie said she was aware of some of the difficulties which had occurred and would take the comments onboard.

**Next Meeting Wednesday 5th March 2025**

**Meeting Closed 5.40pm**