

**MINUTES OF THE GREAT BENTLEY PATIENT PARTICIPATION GROUP
MEETING HELD ON WEDNESDAY 17 MAY 2023
AT 6.30PM IN THE MICHAEL WRIGHT ROOM, GREAT BENTLEY VILLAGE
HALL**

ANNUAL GENERAL MEETING

Chaired by Judy Bishop
Present: Charles Brown Secretary/Treasurer
+ 9 Members

1. Welcome and apologies for absence:

The Secretary thanked Judy Bishop for stepping in at the last minute as the PPG was without a chairperson. Judy Bishop stated that it wasn't a position she had ever thought about but was happy to assist as she wanted the PPG to continue and not die out.

Apologies that had been received were read out and noted. Dr. Bhatti, Jane Rogers, Marilyn Walls, Wendy Mitchell, Sue Vallance, Melvyn Cox, Pamela White, Margaret and Frank Hearn, Dawn Vinn, Agnes & John Walters

2. Minutes of Last Meeting:

No points were raised and approval for the minutes was given.

3. Hollies Surgery News:



MAY 2023 Surgery Newsletter

May Opening Hours

We are closed on the following dates due to there now being three Bank Holidays in May: Monday, 1 May 2022, Monday, 8 May and Monday, 29 May 2023.

Surgery News

After nearly 18 years at the Surgery our Reception Manager, Debbie Wright has taken early retirement. We want to thank her for all her hard work and wish her all the very best for the future. Lin Lawrence our Senior Receptionist has taken over as Reception Manager and we wish her all the best in her new role.

May is Sun Awareness Month

Four ways to cut your skin cancer risk.

1. **Know your skin.** You know you are the best person to know how your skin reacts to sun. The more easily you get sunburnt, the more careful you need to be. Remember, sunburn is not just peeling skin, if your skin is red or pink, in the sun that's sunburn. For people with darker skin, it just might feel irritated, tender or itchy.

2. **Check UV index before leaving the house.** This tells you how strong the sun rays are. The higher the number the less times it will take to damage your skin. If it is 3 or higher take care and protect your skin especially if you get sunburnt easily.
3. **Use shade, clothing and sunscreen.** Take a break under umbrellas, trees, canopies or just head indoors. UV rays can go through some fabrics and shade structures. Ensure you cover your skin with clothing and sunscreen on areas that you cannot cover. Remember Clothes, Hat and sunglasses. On parts you can't cover use SPF15 and a rating of four or five stars.
4. **Try the shadow rule.** When your shadow is shorter than you. The sun's UV rays are at their strongest. This is when you are more likely to burn and need to protect your skin.

You can find out more about protecting your skin from the sun **at [cruk.org/sun](https://www.cruk.org/sun)**

Vitamin D- Strike a balance

Vitamin D helps build and maintain strong bones – and we all need some sunshine to make it. So, there is no need to avoid the sun altogether. People with darker skin might need longer in the sun to get vitamin D, but they also have a lower risk of sunburn.

Short breaks in the sun should be enough for most people, minutes not hours.

Recommendations

The NHS recommends everyone to think about taking vitamin D supplements from October until end or early April.

For more information on how to improve your health and reduce your cancer risk visit **[cruk.org/health](https://www.cruk.org/health)**

Surgery Training Afternoon

Along with all other surgeries in the area we will be shut from 12 noon on Thursday, 18 May 2023 for staff training.

Patient Participation Group Meetings

The Annual General Meeting of the PPG will be held on Wednesday, 17 May 2023 at 2.00 pm in the Michael Wright Room at Great Bentley Village Hall. There will be a speaker named David Robinson from Diabetes UK.

Sue Mitson – Operations Manager

Sue Mitson also sent the following: As a doctor is unable to attend the PPG meeting this month, as promised I attach copies of the Surgery Newsletter for May and the KPI figures for April as an update. On the KPI figures, there is no telephony data for April, as our call recording system was corrupted, and we lost all previous data. You can reassure everyone that this is now up and running so there will be figures as normal for May 2023.

4. AGM:

i) Chairman's Report: Judy Bishop (covering) Commented on the years of good work Melvyn Cox and Kathy Chilvers had given in the position of Chair. I do value our Patient Participation Group and I believe that communication is the theme and if someone wants to know something contact me or Jock and we will do our best to find out. I don't think it would have been possible for a doctor to attend if the meetings were to continue during the afternoons as the surgery is very busy every day. Hopefully, we can establish evening meetings to enable a surgery representative to attend and provide feed-back from the surgery and participate in our Questions and Answers session. My aim is to keep the PPG going and to maintain the flow of information between the surgery and us. I'm a great champion for the surgery as we are very lucky to have it as it is an excellent practice.

ii) Treasurers Report Statement from Melvyn Cox Auditor:

I hereby certify that I have examined the Accounts for the year ended 30th April 2023 and find them properly prepared and formatted in accordance with good accounting practice.

The Accounts are correct, and I have seen confirmation of the PPG balance at bank. I am pleased to commend these Accounts to you for approval at AGM.

Melvyn Cox
Auditor

We started off the financial period 01 May 2022 with £239.51 in the PPG bank account which is still held by The Co-operative Bank. This was topped up, by The Surgery, on 25 January 2023 by £200.00 paid directly into the bank.

All transactions up to and including the room hire for 15 March 2023, leaves the account standing at £161.18. If the account requires topping-up, during the next 12 months, the Treasurer will contact the surgery to arrange for a bank transfer. Our financial transactions are still being entered into the same format, Excel Spreadsheet, and the accounts have been audited and approved by our auditor Melvyn Cox. The Treasurer must arrange the Village Hall booking dates for 2023/24, which we will deal with under "Any Other Business". Melvyn Cox once again acted as our auditor which I'm most grateful for. That concluded the financial report for the period 01 May 2022 to 30 April 2023. I would also like to add how helpful Jo Hesketh, the Village Hall Booking Clerk, has been in making last-minute changes to the bookings.

Charles C. Brown
Treasurer

iii) Vote – to adopt the Accounts:

Hilary A. Webster proposed for the adoption of the accounts which were seconded by Lynda McWilliams

All members present were in favour of adopting the Accounts.

iv) Review any new Candidates and then Vote to Elect Committee Members

Melvyn Cox, Pamela White, Margaret Hearn, Frank Hearn, Dawn Vinn voted for the existing committee to continue in office, Jane Rogers gave the Chair her Proxy vote. I voted for Judy Bishop & Judy Bishop voted for me.

No new candidate names had been received. The Chair asked if there was any nomination from the floor for Chairperson, Treasurer, or Secretary. Proposed that the existing committee members be accepted. It was agreed that the Chairperson – Judy Bishop and the Secretary/Treasurer – Charles Brown (Jock) to continue to serve on the committee. The existing Committee Members were therefore re-elected.

5. AOB: Discussion took place regarding the feasibility of other meeting places in Great Bentley, but those present agreed on continuing with our present accommodation. It was mentioned of the poor result of the latest CQC inspection on the 16th of February 2023 concerning The Oaks Residential Care Home in Aingers Green which received an “Overall Inadequate” score. Covid vaccinations were discussed – Judy to make inquiries at the surgery. Lynda McWilliams spoke about Clacton Hospital and how amazing the alterations have turned out. There is a massive X-ray area in progress which will save patients having to travel to Colchester. Lynda spoke about the new Phlebotomy Clinic. Jock confirmed how fast his wife was seen when she attended for blood tests. Lynda confirmed that the system works so well that as soon as a patient sits down in the waiting room their name appears on the screen to go in. Hilary Webster spoke about the excellent service she received from the Fire Brigade as her fire alarms had ceased to work. They installed, at no cost, digital monitoring equipment, due to her hearing problems, and recommends that anyone with hearing loss contact the fire brigade. It was mentioned that the music played by the surgery on the phone waiting system could be more enjoyable. Those present discussed the meeting days and times and it was decided by those present to change the 2024 3rd Thursday in the Month to the 4th Thursday in the month starting with Thursday, 25th January, 28th March, 23rd May, 25th July, 26th September and Thursday 28th November 2024 all at 6:30 pm. Judy emphasised that if anyone does have a concern or problem relating to the surgery please get in contact with me (Judy) or Jock and we will do our best to resolve the issue. The Secretary to email members to confirm the following dates for the remainder of 2023. Judy Bishop closed the meeting thanking those present for attending. Kathy Chilvers thanked the committee for all the good work they do.

6. Date and Time of Next Meeting:

Thursday, 20 July 2023 at 6.30 PM in the Michael Wright Room with Dr Bhatti attending.

The meeting closed at 14.52 hours.

Charles C. Brown
Secretary

Dates for your diary:

Thursday 20th July – Michael Wright Room at 6.30pm,
Thursday 21st September – Mitchell Room at 6.30pm,
Thursday 16th November – Mitchell Room at 6.30pm.