**The Grange Medical Centre**

**Greenview Medical Centre**

**Kinsley Medical Centre**

**Minutes from Patient Reference Group Meeting**

**Tuesday 24th June 2014 - 12 noon to 1pm**

**Venue: The Grange Medical Centre, Room 5 - Hemsworth**

**Present:**

John Buttree [JB] Chairman

Angela Marwood [AM] Practice Manager

Kate Lamb [KL] Assistant Practice Manager

Colin Cooper [CC] Patient Representative

Lorraine Cooper (LC) Patient Representative

Gail Alexander [GA] Patient Representative

Serena Alexander [SA] Patient Representative

Rita Harrison [RH] Patient Representative

**Apologies**

Paul Stephens [PS] Patient Representative

**Coffee Morning Event**

The meeting today was convened purely to finalise details for the coffee morning event on 1st July so no other areas were discussed.

**Attendees**

KL confirmed the following people were attending to provide information /leaflets /presentations;

* Age UK
* Westfield Foodbank
* Health & Wellbeing board members
* Job Centre
* Yorkshire Air Ambulance
* Expert Patient Programme
* De-Fib presentation (Michelle Simon)
* Grange Reception Manager + Dr Crawley

Prince of Wales Hospice have not confirmed yet but have been invited. KL to contact them again.

GA advised there will be a police presence but we do not know who it will be yet.

**Advertising**

CC advised the event has been in the local paper last week and will be in again this week.

GA and SA advised posters have been put out in several locations. Further posters were handed out for PRG members to put out where possible.

KL advised posters are up around each surgery, on the patient screens, on prescriptions and small invitations are being put out on reception chairs.

PRG members reported that the community centre has a luncheon event each Thursday where attendees may also be interested in coming to the event. KL to take some of the ‘small’ invitations to the community centre for Thursday.

**Drinks and Cakes**

We have some unopened coffee from the previous event and The Grange will ensure there is sufficient tea, coffee, sugar and milk.

CC confirmed he and LC will be bringing a cake for the raffle. AM advised we may have a second cake from the gentleman who donated a cake last year.

AM and PRG members confirmed they would bring along other baked items /biscuits for the event.

Drink making facilities are all available to us at the community centre including cups, small plates etc and we will need to wash up at the end of the event.

**Tombola**

KL advised some items have already been donated to the Upton site. PRG members brought some items for the tombola and book stall. It was agreed that the PRG members would come to the Grange site on Monday 30th June at 11am to put the tombola tickets on.

It was agreed to have a tin of chocolates for anyone without a winning tombola ticket. AM will arrange this.

**Feedback**

It was agreed to have some ‘feedback’ forms again at the event for people to let us know what they liked /didn’t like etc. KL will arrange.

**Event date**

It was agreed to meet at the Community Centre around 9.30am on the day of the event.

**Date and Time of Next Meeting: To be arranged**

**The Grange Medical Centre – room to be advised**

**Highfield Road, Hemsworth**

**Pontefract, WF9 4DP**